**MBAHP-150**

**First Semester MBA Hospital Management,**

**Examination Aug/Sep-2015**

**Communication**

**Time:-3Hours** **Max. Marks: - 80**

**SECTION-A**

**Answer any five questions. (6\*5)**

1. Define the concept of Circular Letter.
2. What do you understand by an Oral Communication?
3. Enlist various types of Reports.
4. Define the term Bio-data.
5. What is Communication? How it is classified?
6. List down various types of Noises.
7. What is a Circular? Clarify the need of a circular.
8. What do you understand by the accuracy of Letter?

**SECTION-B**

**Answer any two questions. (10\*2)**

1. Write a detail note on Collection of Letter.
2. Examine the scope of Communication in Hospital Management.
3. Describe the different types of interview in an organization.

**SECTION C**

**Answer any two questions. (15\*2)**

1. Trace out various techniques of Effective Speech.
2. Critically examine the importance of Business Letter.
3. Prepare a speech to be delivered by the Chairman of a firm in the Annual General Body Meeting.