

Note : All questions are compulsory.
All questions carry equal marks.

Q.1 Attempt any three out of six. (15 Marks)

- What is Business Communication? Give the 4 aspects of administrative communication.
- Explain process of communication with diagram
- Describe the components of communication.
- What are barriers in communication? Explain any two barriers.
- Write a letter to principal to grant leave for the Government examination preparation.
- Give the purpose of Business Letter.

Q.2 Attempt any three out of six. (15 Marks)

- What is Email? What are the problems faced by Reader's while using Email?
- What are the techniques of writing an effective Email?
- What are Memos? How they are useful?
- Write an Email to CEO of organization to grant a leave to attend sister wedding.
- What data must be included in Minutes of meeting?
- What are the advantages of prompt Delivery of Minutes?

Q.3 Attempt any three out of six. (15 Marks)

- What are different types of Business Report? Explain any two in detail.
- For writing a Business Report, how the information is gathered?
- What are the essentials of good report writing?
- Write a Report on Web Designing competition organized by the Department.
- Give the difference between Analytical report and Informational report.
- Give the features of Informal Report.

Q.4 Attempt any three out of six. (15 Marks)

- What is Abstract?
- Give the difference between Abstract and Executive summary.
- What is the purpose of Visual Aids?
- What is Report? Give the elements to organize the Report.
- Give the tips for effective use of Visual aids.
- Give the structure for Abstract.

Q.5 Attempt any three out of six.**(15 Marks)**

- a) What is information ethics?
- b) Describe the First stage of Information Ethics?
- c) Describe the Second stage of Information Ethics?
- d) Describe the Third stage of Information Ethics?
- e) Describe the Fourth stage of Information Ethics?
- f) Give the definition of a level of abstraction in Information Ethics.

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