

**R09**

**Code No: E5106**

**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**

**MBA – I Semester Examinations, February -2012**

**BUSINESS COMMUNICATION AND SOFT SKILLS**

**Time: 3hours**

**Max. Marks: 60**

**Answer any five questions  
All questions carry equal marks**

- - -

- 1.a) Correct the following sentence:
  - i) Every morning Iam going for a walk.
  - ii) All animals are not cruel.
  - iii) When have you passed your degree?
  - iv) The last but one boy is my cousin.
  - v) It is I who has called you.
  - vi) Ganges flows into the Bay of Bengal
- b) Use the following idioms in sentences of your own:
  - i) Crocodile tears.
  - ii) A laughing stock
  - iii) A white elephant
  - iv) A crown of thorns
  - v) A bird's eye crown
  - vi) A wild goose chase
2. In professional communication there are four channels. Give an elaborate account of these channels.
3. What are the techniques of fast reading? Mention its advantages.
4. Mention a few guidelines for organizing a videoconference.
5. Prepare a model agenda for a Board Meeting and draft the minutes of the meeting.
6. One may speak from memory or prepared notes. Which is preferred in Business communication? Why?
7. Give an account of the do's and don'ts that a candidate must observe during an interview.
8. Prepare a report in proper format with necessary sub – headings for submission to the Secretary, Department of Home, on the frequent incidents of thefts, lootings, burglaries kidnaps and murders in big towns and cities of the state. Make recommendations for the prevention of these crimes.

\*\*\*\*\*

*HowToExam.com*