

BBA I Semester

Business Communication

Question Bank

UNIT I

Very short

1. What is interactive and transactive communication?
2. What do you understand by communication?
3. What is downward and upward communication
4. Define the term communication as defined by Louis A Allen
5. What is advantage of telex machine
6. What do you mean by auditory symbol?
7. What is a cartogram?
8. What do you mean by proxemics?
9. Define the term Haptics
10. Explain the term artifacts in communication
11. What do you mean by body language? Explain with examples.
12. What do you mean Communication Barriers? Give four suggestions to improve communication barriers.
13. Give any four Barriers of Physical and Mechanical Barriers of Communication.
14. Write any two Organizational Barriers.
15. Give one example of semantic barriers in communication.
16. What is meant by miscommunication?
17. State any two Socio-psychological or Personal Barriers.
18. What is a different comprehension of reality?
19. Define wrong choice of media.
20. Write any two suggestions to remove Physical barriers of communication.
21. How does noise act as a physical barriers to communication?
22. Enlist the types of barriers to communication?

23. What is a formal report?
24. Define the term Interview.
25. What do you mean by Public speaking?
26. Write two objectives of Group Discussion.
27. Define Exit Interview.
28. What is Proposal?
29. What is Performance Appraisal Report?
30. Differentiate between Statutory and Non Statutory Report.
31. Write two objectives of Presentation.
32. What do you mean by seminar?

Short

1. Briefly state the “business use of Internet”.
2. Discuss briefly the method of non- verbal communication.
3. Explain qualities and attributes of communication
4. Discuss various types of grapevine chains
5. What do you mean by distortion in communication? Explain.
6. Briefly discuss communication by silence.
7. What is the role of body language in making a presentation?
8. What are the main considerations while selecting a suitable media of communication?
Explain.
9. Mention five methods by which communication can be kept moving upward in an
organisation.
10. Distinguish between formal and informal channel of communication.
11. What are the barriers to communication?
12. Explain methods to remove barriers to communication.
13. How does miscommunication arise?
14. What are the Socio-psychological or Personal Barriers?
15. What are the semantic barriers in communication?
16. Write a note on Physical and Mechanical Barriers of Communication.
17. Explain in detail Organizational Barriers.
18. What are some common language barriers in communication?

19. How does cultural diversity contribute to communication barriers?
20. What role does nonverbal communication play in creating barriers?
21. Can you explain the impact of technology on communication barriers?
22. How poor listening act as a barrier to communication?
23. How status- consciousness acts as a socio- psychological barrier in communication?
24. Explain the characteristics of a Good Report.
25. What is the basic role of an Interview?
26. Explain the ingredients of Group Discussion.
27. Explain the steps involved in conducting an Interview.
28. What is stress Interview? State its purpose.
29. Give a specimen of a proposal.
30. What are the modes of Report Writing?
31. Write two advantages and Disadvantages of Group Discussion.
32. What do you mean by Public Speaking?
33. Explain the barriers of Effective Listening.

Essay type

1. How is communication defined? What are the various dimensions or facets brought out by the different definitions?
2. Explain the terms “encoding, decoding and feedback” as used in the process of communication.
3. Oral communication can take variety of forms. What are those forms? Explain the advantages and disadvantages of oral communication.
4. What changes have computer technology brought about in the field of communication? What are its merits and demerits? Explain.
5. Teleconferencing is the method of bringing people together without having to spend time and money on travel.” Explain.
6. What do you mean by “Body language”? state its expressions and kinesics effects.
7. What do you understand by Grapevine? What is its importance in an organisation.

8. "In effective communication conciseness and completeness are as important as courtesy and clarity." Explain.
9. Discuss advantage and disadvantages of face-to-face communication.
10. Define proxemics. How proxemics is important in communication?
11. Explain physical and mechanical barriers to communication. Also suggest measures for eliminating these barriers.
12. "Communication with similar mental filters is more likely to be communicating more effectively". Discuss.
13. What are the important suggestions for eliminating communication barriers?
14. Explain in brief the barriers of Communication. Also suggest measures for overcome these barriers.
 15. "Discuss the various types of communication barriers that can arise in a multicultural workplace and how they impact productivity and teamwork. Provide examples to illustrate your points."
 16. "Explain how the use of jargon and technical language can create communication barriers in specific industries or professions. Discuss strategies to overcome these barriers."
 17. "Explore the role of emotions and emotional intelligence in communication barriers. How can individuals and organizations effectively manage emotions to improve communication?"
 18. "Analyze the impact of gender-based communication barriers in the workplace. How do these barriers affect career advancement and what steps can be taken to address them?"
 19. "Discuss the implications of generational differences in communication styles and preferences. How can organizations bridge the generation gap to enhance communication and collaboration among employees?"
 20. "Examine the influence of nonverbal communication in creating barriers to effective interpersonal communication. Provide real-world examples and discuss methods to improve nonverbal communication."
 21. Define a visual Presentation. How to create a good visual presentation?

22. What do you mean by Effective Listening? Explain its objectives and types in detail.
23. Write a short note on Guidelines and tips for improving Group Discussion.
24. Explain the characteristics of a good report.
25. What is Oral Presentation? Discuss the main principles of Oral Presentation.

Unit- IV

- Q.1. What are the various types of speeches?
- Q. 2. Write a short note on Informative speech.
- Q. 3 Write a short note on Persuasive Speech.
- Q. 4 Write a short note on Entertaining Speech.
- Q. 5 What are the various methods of Public Speaking?
- Q. 6 What do you mean by Public Speaking?
- Q. 7 Why is developing Public Speaking skills important?
- Q. 8 What skills are required for public speaking?
- Q. 9 Write a detailed note on composition of speech with the help of an example.
-
- Q. 1 What do you mean by listening?
- Q .2 Explain different types of listening.
- Q. 3 Write a detailed note on the various stages of the listening process.
- Q.4 How to improve listening skills?
- Q. 5 What are the objectives of effective listening?
- Q.6 What are the barriers or hurdles to effective listening?
- Q.7 Write a short note on the qualities of a good listener.
- Q.8 Explain the factors which influence effective oral listening.
- Q.9 Explain the factors which influence written listening.
- Q 10 Explain the factors which influence video session listening exercises.