

**BBA 1st Semester (New Scheme) Examination,
February-2022**

BUSINESS COMMUNICATION

Paper-BBAN-105

Time allowed : 3 hours]

[Maximum marks : 80

Note : Attempt any five questions in all, by selecting one question from each unit. Question No. 1 is compulsory.

Section-A

1. Explain the following terms :

8×2=16

~~(a)~~ Role of Communication in Business

~~(b)~~ Importance of Listening Skills

~~(c)~~ Employment Letter

(d) Memo

~~(e)~~ Public Speaking

(f) Brochures

~~(g)~~ Voice Modulation

~~(h)~~ Communication Networks

Section-B

Unit-I

~~2.~~ Explain the Nature and Process of Communication. 16

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Table of Contents Business Communication Model Question Paper

1. Understanding the eBook Business Communication Model Question Paper
 - The Rise of Digital Reading Business Communication Model Question Paper
 - Advantages of eBooks Over Traditional Books
2. Identifying Business Communication Model Question Paper
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Business Communication Model Question Paper
 - User-Friendly Interface
4. Exploring eBook Recommendations from Business Communication Model Question Paper
 - Personalized Recommendations
 - Business Communication Model Question Paper User Reviews and Ratings
 - Business Communication Model Question Paper and Bestseller Lists

5. Accessing Business Communication Model Question Paper Free and Paid eBooks
 - Business Communication Model Question Paper Public Domain eBooks
 - Business Communication Model Question Paper eBook Subscription Services
 - Business Communication Model Question Paper Budget-Friendly Options
6. Navigating Business Communication Model Question Paper eBook Formats
 - ePub, PDF, MOBI, and More
 - Business Communication Model Question Paper Compatibility with Devices
 - Business Communication Model Question Paper Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Business Communication Model Question Paper
 - Highlighting and Note-Taking Business Communication Model Question Paper
 - Interactive Elements Business Communication Model Question Paper
8. Staying Engaged with Business Communication Model Question Paper
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Business Communication Model Question Paper
9. Balancing eBooks and Physical Books Business Communication Model Question Paper
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Business Communication Model Question Paper
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Business Communication Model Question Paper
 - Setting Reading Goals Business Communication Model Question Paper
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Business Communication Model Question Paper
 - Fact-Checking eBook Content of Business Communication Model Question Paper
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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