



**INTERNAL ASSIGNMENT - 1**

<b>Course</b>	<b>BBA</b>	<b>Business Communication Skills</b>
<b>Semester</b>	<b>1</b>	
<b>Total Marks:</b>	<b>15</b>	

**Q.1. Write answers for any two questions from below. (5 marks each – Word limit – 500)**

- A. Define art of listening. Explain the barriers of listening.
- B. What are the Merits and de Merits of two-way Communication
- C. How is personality development progress enhanced?

**Q.2. Write short notes on all of the following topics (1 mark each - Word limit - 100)**

- A. Characteristics of goals
- B. Strength of Attitude
- C. Definition of Stress
- D. Listening skills
- E. Communication and Emotion



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**INTERNAL ASSIGNMENT - 2**

<b>Course</b>	<b>BBA</b>	<b>Business Communication Skills</b>
<b>Semester</b>	<b>1</b>	
<b>Total Marks:</b>	<b>15</b>	

**Q.1. Write answers for any two questions from below. (5 marks each – Word limit – 500)**

- A.** How do you ensure functional Behavior in groups? Explain.
- B.** Explain importance of positive attitude for individuals and organization,
- C.** Define goal and give 3 examples of measurable goals

**Q.2. Write short notes on all of the following topics (1 mark each - Word limit - 100)**

- A.** Types of listening
- B.** Definition of Interpersonal Communication
- C.** Forms of Communication
- D.** Stress coping ability
- E.** Importance of goals