
 SURESH GYAN VIHAR UNIVERSITY <small>Accredited by NAAC with 'A' Grade</small>		INTERNAL ASSIGNMENT - 1
Course	MBA	Business Communication Skills
Semester	2	
Total Marks:	15	

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

- A. You have ordered 200 Boxes of frozen peas from Sarang Ltd. After receiving your order, you find that most of the peas are rotten. Write a complaint letter to the company seeking
- B. Why is goal setting important?
- C. What are the sources and Consequence of Stress? Discuss with examples

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

- A. Importance of attitude
- B. Communication and Emotion
- C. Definition of Interpersonal Communication
- D. Process of Communication
- E. Define emotional intelligence

 SURESH GYAN VIHAR UNIVERSITY Accredited by NAAC with 'A' Grade		INTERNAL ASSIGNMENT - 2
Course	MBA	Business Communication Skills
Semester	2	
Total Marks:	15	

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

- A. Describe the problems of ineffective communication in a personal life.
- B. Discuss various time management tools and techniques.
- C. Explain the disadvantages of Passive Listening in detail.

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

- A. Importance of goals
- B. Significance of goals
- C. The function of attitude
- D. What is Time management?
- E. Types of stress