



PG – 740

**I Semester M.Com. Examination, January/February 2018
(CBCS Scheme)
COMMERCE
Paper – 1.7 : SC : Communication Skills**

Time : 3 Hours

Max. Marks : 70

SECTION – A

1. Answer **any seven** questions. **Each** question carries **two** marks : **(7×2=14)**
- What do you mean by proxemics ?
 - List out any 4 reasons for communication Gap.
 - What is Voice Modulation ?
 - Define Negotiation.
 - What is Emotional Intelligence ?
 - What do you mean by Win-Win Negotiation Strategy ?
 - What is Cognition ?
 - What is empathic listening ?
 - Mention any 4 visual aids.
 - What is Creativity in Writing ?

SECTION – B

- Answer **any four** questions. **Each** question carries **five** marks : **(4×5=20)**
- 'Verbal communication is more important than non-verbal communication' – Discuss.
 - Good Managers have always listened to the opinions of their staffs and key sub-ordinates – Explain the importance of listening.
 - Explain five 'W's and one 'H' of report writing.
 - What is conflict ? Explain how various cultures influence in solving conflicts ?

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6. How is communication skills interlinked with efficient functioning of an organisation ? Discuss.
7. What is Team Work ? Explain the characteristic features of successful Team work.

SECTION – C

Answer **any three** questions. **Each** question carries **twelve** marks : **(3×12=36)**

8. “Achieving the group goal is essential for any group discussion to be successful” – Enumerate this statement with the characteristics and procedure for conducting group discussion.
 9. What is communication network ? Explain in detail the various communication networks of the organisation with appropriate examples.
 10. What is inter-personnel communication ? Explain the importance and barriers of Inter-personal communication.
 11. Explain the Anatomy of poor listening. Also explain the ways for improving listening skills.
 12. a) Business letters provides a channel for communication between business houses. Briefly explain the objectives and functions of business letters.
b) Write a tactful letter to a customer who has placed a large order with you for the first time but made no mention of payment.
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