

**M.Sc. IN LEATHER GOODS AND
ACCESSORIES DESIGN (MSCLGAD)**

Term-End Examination

December, 2015

MFW-061 : BUSINESS COMMUNICATION - III

Time : 3 hours

Maximum Marks : 70

Note : Answer any seven questions. Each question carries equal marks.

- . What is a debate ? How should one prepare for participating in a debate ? What should one avoid during a debate ? 10
- . What should be the conduct of a candidate while facing an interview ? 10
- . While participating in a Group Discussion, what are the factors that you will take into consideration ? 10
- . How can one handle Question-Answer session effectively after a presentation ? Discuss. 10
- . What are the three most important office manners and etiquettes ? Describe them. 10

6. Define oral communication. Explain the effective ways to make a good oral communication. 1
 7. What is audience analysis ? Discuss the importance of doing an audience analysis. 1
 8. Discuss in detail the skills tested in a group discussion. 1
 9. How do you prepare yourself to face an interview effectively ? 1
 10. Discuss content layout in a presentation. 1
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