

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

**Term-End Examination**

**June, 2017**

00350

**MFW-061 : BUSINESS COMMUNICATION – III**

*Time : 3 hours*

*Maximum Marks : 70*

*Note : Answer any seven questions. All questions carry equal marks.*

1. Enlist the various equipment used for graphic aids in an oral presentation. Write their advantages and disadvantages. 10
2. Write down the guidelines for the effective use of an e-mail. 10
3. What is Business Communication and Communication Cycle ? Write down the types of communication. 10
4. What is the difference between a resumé and a curriculum vitae ? Make your own curriculum vitae. 10

5. What is the purpose of an employment offer letter ? Suppose you get an employment offer from the fashion section of Amazon.com in their Mumbai office, will you accept or reject it ? Justify your answer. 10
6. What is a debate ? How should one prepare to participate in a debate ? What should one avoid during a debate ? 10
7. What should be the conduct of a candidate during an interview ? 10
8. How can one handle Question-Answer session effectively after a presentation ? Explain with suitable examples. 10
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