

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

Term-End Examination

00225

December, 2014

MFW-061 : BUSINESS COMMUNICATION - III

Time : 3 hours

Maximum Marks : 70

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

1. What is 'Noise' in communication ? What factors in the organisational environment cause noise ? 10
2. Enlist the various equipment used for graphic aids in an oral presentation. Write their advantages and disadvantages briefly. 10
3. What advantages does oral presentation have over written presentation ? Describe some of the situations that require oral presentation. 10
4. As a manufacturing plant incharge, write a report to the competent authority about the accident that took place in the plant. Suggest some safety measures. 10
5. Write down the guidelines for the effective use of an e-mail. 10

6. What is the difference between a resumé and curriculum vitae ? Make your own CV. 10
 7. What are the barriers of effective communication ? How can the barriers to communication be removed ? 10
 8. What is a caption ? Give the characteristics of a good caption. 10
 9. Imagine a candidate is appearing for an interview for the post of Junior Engineer in a company. He/She is a fresher from college. What tips would you give him/her ? 10
 10. During a crisis, what steps will you take to communicate within the organisation ? 10
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