Reg. No. 1	E I		

Question Paper Code : K1005

M. H.A. DEGREE EXAMINATION, AUGUST/SEPTEMBER 2016

First Semester

DBA 1605 -- COMMUNICATION SKILLS

(Commun to M.C.A. Second Semester)

(Regulations 2007/2009)

Time : Three house

Maximum: 100 marks

Assert ALL questions.

PART A - (10 × 2 = 20 marks)

- State the process of communication.
- 2. What are the merits of grapevine form of communication?
- 3. What type of communication medium should be used to give negative feedback?
- 4. What are paralinguistic features in communication?
- A. Define a memo.
- 6. What is a sales letter?
- T. How important is enherence in report writing?
- m. Should we use complex technical jargons while writing technical reports? Give one major reason for your answer.
- 9. How important is an agenda for a meeting?
- 10. What is an appraisal report?

PART B -- (5 × 15 = 80 marks)

- II. (a) Discuss in detail the various electronic instruments shed in modern communications.
 - (b) Define communication. What is the importance of communication for an individual and for an organization?

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