Before answering the question paper the candidate should ensure that they have been supplied the correct question paper. Complaints in this regard, if any, shall not be entertained after the examination.

Note: All questions carry equal marks. Ques. No. 1 is Compulsory and attempt two questions from each section.

1. Do as directed. [10*2=20]
   a. What do you mean by project report?
   b. What are the main elements of a project report?
   c. Define Business communication.
   d. Types of communication.
   e. What are the barriers of communication?
   f. Write in brief about the role of listening in GD?
   g. Define presentation.
   h. Write the meaning of SWOT.
   i. What are the main elements of business letter?
   j. What do you mean by circular?

   SECTION-A

2(a) What is a report? Explain properly the various terms used in report writing. [10]
   (b) Write a progress report on the project assigned to you on preparing a data base of people suffering from obesity in Faridabad district. [10]

3(a) Mention various common factors that frighten you before a presentation. [10]
   (b) What are the main objectives of Listening? Write a note on barriers of good listening? [10]

   SECTION-B

4(a) How you can handle the online problems? [10]
   (b) Write a self intro which you are suppose to give in a job interview by making a SWOT analysis of your personality. [10]

5. Write one specimen of each given below: [20]
   - Interview Letters
   - Promotion Letters
   - Resignation Letters
   - Circulars

6. Write a detailed note on barriers of communication. How it can be controlled? [20]

7. As the registrar of a residential university you have been asked to study its existing communication system and to suggest measures for smooth flow of both vertical and horizontal communication within it. Write a shot report in form of letter, incorporating the result of your analysis and your recommendations for submission to the Vice-chancellor. [20]