

## Business communication (sample questions)

1. Define communication. Enumerate different modes of communication.
2. What is the difference between formal and informal communication?
3. Listening is a significant part of any communication process. Explain.
4. Give the importance of body language in effective communication.
5. What are the features of departmental communication?
6. Describe the importance of formal communication?
7. What is the importance of communication in business? Describe the types of information needed for effective communication.
8. What are the barriers of communication? Describe ways to overcome the barriers.
9. Enumerate various factors which affect reading. Describe ways for developing effective reading habits.
10. Explain the need and importance of listening in communication. Suggest activities to improve listening skills.
11. What is group communication? What is the importance of meeting preparations and making minutes of meeting?
12. You have completed a project on 'Social Media for Advertising'. Write the press release report for the project.
13. What is the essential of a good resume? A leading television channel has the vacancy for the position of Area Sales Manager. Write your resume which you would send to the channel.
14. How do group discussions contribute to successful business communication? Explain