

BBA 2ND SEM. QUESTION BANK-2022

- Q.1. What is the meaning of Group Decision Making? Write down the advantages of Group Decision Making?
- Q.2. What is the meaning of extempore speech?
- Q.3. What is the difference between Group Discussion & Debate?
- Q.4. What is conflict management & resolution? Write down the five conflict management strategies?
- Q.5. List the four goals of business communication and explain how to achieve them?
- Q.6. What is meeting? Explain its advantages & disadvantages?
- Q.7. Explain Interview in details? What are the different types of Interviews?
- Q.8. What is Mock Interviews and how to conduct a Mock Interview?
- Q.9. What is Speech? Write down the characteristics of a good Speech?
- Q.10. Explain the delivering an effective Presentation? Also discuss the factors affecting Presentation?
- Q.11. What is Business Report? Write the characteristics of Business Report?
- Q.12. Discuss the purpose & objective of Business Report?
- Q.13. Explain the types of Business Report in Business Communication?
- Q.14. What is Report Writing? Also Explain the Writing Process?
- Q.15. What is Effective Communication? Define oral communication?
- Q.16. What makes Conflict? How are Conflicts Resolved?

Q.17. Explain the guidelines for effective interview? Also explain the limitations of Interview?

Q.18. What is the difference between public speaking & communication?

Q.19. What is the difference between a Speech & a Presentation?

Q.20. Explain in detail about Data Collection?