

BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI  
(MID SEMESTER EXAMINATION SP2023)

CLASS: BHMCT  
BRANCH: BHMCT

SEMESTER : VI  
SESSION : SP2023

SUBJECT: MT123 BUSINESS COMMUNICATIONS

TIME: 02 Hours

FULL MARKS: 25

**INSTRUCTIONS:**

1. The question paper contains 5 questions each of 5 marks and total 25 marks.
  2. Attempt all questions.
  3. The missing data, if any, may be assumed suitably.
  4. Tables/Data handbook/Graph paper etc., if applicable, will be supplied to the candidates
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		CO	BL
Q.1(a) Define Communication.	[2]	1	1
Q.1(b) Write the objectives of business communication.	[3]	1	2
Q.2(a) Explain the process of communication.	[2]	1	2
Q.2(b) Write the steps to overcome the barriers to communication.	[3]	1	2
Q.3(a) Differentiate between formal and informal communication.	[2]	2	4
Q.3(b) What do you mean by non-verbal communication?	[3]	2	1
Q.4(a) Define oculesics.	[2]	2	1
Q.4(b) How is haptics used in communication?	[3]	2	3
Q.5(a) Give meaning for a) Addition, Edition b) Biannual, Biennial	[2]	3	2
Q.5(b) Give idiomatic meaning for a) To add fuel to fire b) A bed of roses c) Speak one's mind.	[3]	3	2

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