

TRIBHUVAN UNIVERSITY
BIM 2nd Semester Examination 2002
Subjective Question / MGT 204: Business Communication

Full Marks: 50
Time : 2 hours 40

Candidates are required to give their answer in their own words as far as practicable.

Attempt any five questions. All questions carry equal marks.

1. What are some of the fundamental truths of communication?
2. Reality is infinitely complex. Discuss with illustrations.
3. Discuss the role of viewpoints in communication.
4. Explain the role of language in the development of human progress.
5. Two-valued thinking can be a problem. Elaborate with solutions.
6. What are the basic steps to be taken while preparing reports?

OR

What are the guidelines for the interviewee and the interviewer?

7. Write a Job-Application including your resume' or Write a memo on "Organizing the college library".
8. Write short notes on a) Introduction section of Report-writing b) Kinesics
c) Rubber stamp expressions d) Group discussions

TRIBHUVAN UNIVERSITY
BIM 2nd Semester Examination 2002
Objective Question / MGT 204: Business Communication

Full

Marks:10 [0.5*20]

Time : 20 Minutes

Candidates are required to answer the questions in their own words as far as practicable.

Tick mark(√) the best answer choice. Please submit this answer sheet to the Invigilator

1. a) Only verbal forms are part of communication activities.
b) Only non-verbal forms are part of communication activities.
c) Both verbal and non-verbal forms are part of communication activities.
d) None of the above.
2. a) Communication is a natural human activity.
b) Communication is not a natural human activity.
c) Communication is an instinctive human activity.
d) None of the above.
3. a) Reality is infinitely complex.
b) Reality is infinitely simple.
c) Reality is what exists in the mind.
d) Reality is what exists in the earth and not outer space.
4. The government's regulation
a) Opinion b) Attitude c) Belief d) Opinion and belief
5. Language makes human beings.....
a) superior to other form of life.
b) inferior to other form of life.
c) superior to God.
d) super ordinate to Divinity.
6. Team of readers who compile dictionaries are called
a) choreographers b) cartographers c) lexicographers
d) biographers
7. Denotatives meaning means
a) that exists only in the mind.
b) that points to objects or events in reality.
c) that introduces qualitative judgement.
d) that are based on experience, biases, emotions, attitudes, etc.
8. In the sentences 'the cloth has fast colour' , the meaning of fast is
a) quick b) not taking food c) quickly prepared <https://genuinenotes.com>
d) unfading

9. We can overcome two – valued thinking by
- being unaware of the problem.
 - using words imprecisely.
 - using words precisely.
 - being aware of the problem and using words precisely.
10. One of these sentences does not show correct idiomatic usage. Which one ?
- He was in search of a job.
 - This product is superior than that product.
 - He has done the work in accordance with the rules.
 - This letter is equally bad.
11. Generally the following type of words or phrases communicate better. Which one?
- camouflaged verbs
 - long words
 - familiar words
 - cluttering phrases
12. One of these sentences is not sexist. Which one?
- If customers pay promptly, they are placed on our preferred list.
 - The fire was promptly extinguished by the fireman.
 - Labour is cheap in Nepal because of the manpower.
 - When a customer needs service, it is the customer's right to ask for it.
13. The substitute for the cluttering phrase. ' in the neighborhood of' is
- soon
 - around
 - seldom
 - to
14. One of these statements is not true. Which one?
- In business correspondence, we should use conversational language.
 - In business correspondence, we should not use the language of nobility.
 - In business correspondence, we should use an unnatural style.
 - In business correspondence, we should use the legal language.
15. In business correspondence 'Rubber stamps' means.
- stamps made of rubber.
 - rubber, which is stamped.
 - expression from the old language of business.
 - expression from the old language of the common people.
16. For letters to be coherent, we require
- information to be presented in any order .
 - long involved sentences .
 - presenting information in logical order.
 - no relationships among parts.
17. Memorandums
- need salutations
 - need a complimentary close.
 - have to be signed by the writer.
 - none of the above.
18. The limitation of words are sometimes compensated by
- gestures
 - miming
 - visual aids
 - telepathy
19. By the term 'Extemporaneous Presentation' we understand
- a piece of of information collected from extreme places.
 - a presentation method.
 - one's knowledge for a presentation.
 - none of the above
20. In an interview, that you are conducting
- let the interviewee do most of the talking.
 - don't put the interviewee at ease.
 - you should not listen carefully to all that the interviewee says.
 - don't make the purpose clear.
