

**TRIBHUVAN UNIVERSITY**  
**FACULTY OF MANAGEMENT**

Office of the Dean

**2008**

**Full Marks: 60**

**Time: 3 hrs.**

<b>BIM/ Second Semester/MGT 204 : Business Communication</b>
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*Candidates are required to answer the questions in their own words as far as practicable*

**Group 'A'**

**1. Brief Answer Questions:**

**[10×1=10]**

- a. In business communication, is communication a natural human activity?
- b. Give one example each for **opinions attitudes and beliefs**.
- c. Give the meaning and examples of **Rubber stamp expressions** in business correspondence.
- d. **Failure to discriminate** is a malfunction of communication. Illustrate with one example.
- e. What do you mean by **hypothesis** in report writing?
- f. Change from **Passive to Active voice**: "This policy has been supported by our union"
- g. Fill in the blank with a suitable acceptable word from the following list of words (**exhausted, fagged out, pooped, weary, full of fatigue**):  
Dear John,  
We are \_\_\_\_\_ of reminding you about making the payment for the delivered goods.
- h. Correct the **faulty idiom** in the following sentence: "I am in **search for** a job."
- i. Change from **We-viewpoint** to a **You-viewpoint**: "We are happy to inform you about the deduction in price for the summer season."
- j. "Through the use of language, we human beings have been able to **bind time**". Give the meaning of **time-binding**.

**Group 'B'**

**Attempt any FIVE Questions:**

**[5×10=50]**

2. Describe the model of the communication process (possibly with a diagram).
3. Our language structure is built upon similarities in our perceptions, not differences. Please elaborate this by giving the abstraction process of language for Fido and the economy.
4. Describe The Blocked Mind as a malfunction of communication, and also how to unblock the mind.
5. Give the guidelines for the interviewer and the interviewee regarding interview techniques.
6. Write a Job-Application letter (including a Resume) for the post of an IT Professional at the following address: Mr. Prithvi Bahadur Pandey, Managing Director, Nepal Investment Bank, Putali Sadak, Kathmandu.
7. Define Non-verbal communication? What are its different components?
8. Write a memorandum to the Campus chief on the topic of College Transportation.
9. Write short notes on (any two)
  - a) Introduction of a Report
  - b) Making Formal Speeches (Presentation method/Personal aspects/Bodily actions,etc.
  - c) Sexist language
  - d) Connotative and Denotative meanings