

MAHARAJA KRISHNAKUMARSINHJI BHAVNAGAR UNIVERSITY

M.B.A.

Semester: I

Paper No. 105

Managerial Communication - 3123

- **Marks: 70 (All questions carry equal marks)**

Q:1 "Communication is preeminently symbolic"- Justify this statement: (14 Marks)

or

Q: 1 Compare and contrast verbal communication and nonverbal communication:(14 Marks)

Q: 2 Discuss attributes of good listening: (14 Marks)

or

Q: 2 What is effective listening? Explain with appropriate examples: (14 Marks)

Q:3 Discuss things to avoid before a Teleconference Call: (14 Marks)

or

Q: 3 Discuss some of the steps in planning the presentations: (14 Marks)

Q:4 Discuss Dos and Don'ts in a Group Discussion: (14 Marks)

or

Q:4 Discuss some of the responsibilities of the leader in a group discussion: (14 Marks)

Q:5 Discuss types of business reports: (14 Marks)

or

Q: 5 What are the important features of an inquiry letter? (14 Marks)