



K. K. Wagh Institute of Engineering Education & Research, Nashik
(An Autonomous Institute From A.Y. 2022-23)

WINTER-2025	
Exam Seat No.:	
Academic Year:2025-2026	Semester:II
Class:PG-I	Program:MBA
Branch Code:10	Pattern:2022
Name of Course:Business Communication- II	Course Code:MBA22212
Max. Marks:30	Duration:1.15 Hrs.

Instructions: Candidates should read carefully the instructions printed on the Question Paper and on the cover page of the Answer Book, which is provided for their use.

1. This question paper contains two page(s).
2. Answer to each new question is to be started on a new page.
3. Assume suitable data wherever required, but justify it.
4. Draw the neat labelled diagrams, wherever necessary.
5. The last columns indicates the Course Outcome and level of Blooms Taxonomy of the Question/sub-question.
6. Question 1 and 2 are compulsory. Solve (a) OR (b) and (c) OR (d) for question number 3, 4 and 5.

Marks CO

Question No. 1

- 1 Identify the various phases of communication cycle? (3) CO1

Question No. 2

- 2 Summarize the disadvantages of written communication? (3) CO2

Question No. 3

- 3.a) Discuss the strategy to solve comprehension of passage? (4) CO3

OR

- 3.b) Outline a show cause notice to a member of treasury committee to explain the inappropriate use of society funds? (4) CO3

- 3.c) Describe the process of drafting, editing and finalization of business communication letter? (4) CO3

OR

- 3.d) Prepare a tender bid for allocation of road construction work in your society? (4) CO3

Question No. 4

- 4.a) Discuss the differences in the types of communication? Verbal, written and non-Verbal? (4) CO4

OR

- 4.b) Evaluate the elements of effective Minutes of the meeting? (4) CO4

- 4.c) Illustrate the methods to overcome the barriers of communication? (4) CO4

OR

- 4.d) Devise a notice to put on company notice board informing the employees regarding a scheduled training program? (4) CO4

Question No. 5

5.a) Summarize the common errors committed in the e-mail correspondence? (4) CO5

OR

5.b) Prepare a business proposal about installation of cold drink vending machine in a business park premises (4) CO5

5.c) Summarize the objective of business communication? (4) CO5

OR

5.d) Evaluate the advantages and disadvantages of e-mail? (4) CO5

..... End of question paper.....