



Subject: Business
Communication

Chapter: Unit 1

Category: Practice questions

1. Discuss the elements of communication process.
2. What is the role of communication in management of business?
3. Explain Brain drain. When can Brain drain arise?
4. Discuss the importance of informal communication in business organization.
5. Discuss the semantic barriers to effective communication and how it will be overcome.
6. Write notes on:
 1. Courtesy of message
 2. Clarity of message
7. What is listening?
8. Explain the process of listening
9. Why it is important to have good listening skills?
10. Write a note on types of listening
11. What are the barriers to effective listening?
12. Write an explanatory note on behaviours demonstrated by poor listeners
13. State some common listening issues along with some examples
14. Explain how to listen effectively
15. What are the benefits of effective listening?