



Subject: Business
Communication

Chapter: Unit 2

Category: Practice questions

1. List some do's and don'ts of interview.
2. What are the different factors taken into consideration while group discussion?
3. "Body languages play an important role in oral communication." Explain.
4. How do you make your oral communication more effective?
5. Discuss the seven steps of problem analysis.
6. Write brief notes on:
 1. Decision Approach
 2. Strategic Approach
7. What precautions should we take while preparing a case study?
8. What are the different elements of presentation?
9. Write an explanatory note on appearance and body posture of speaker.
10. What are the characteristics of good press release?
11. What are the tips for effective media interview?
12. What are the different types of meetings? Explain any 5 of them.
13. What are the important points taken into consideration while organizing press conference?
14. List a few tips on business etiquettes.
15. Write a note on workshop.