

Business Communication

Sem 5

Roll no :- 502

1. A

2. D

3. D

4. C

5. C

6. B

7. A

8. C

9. D

10. A

Q.2) Minutes of the second meeting of the Board of Directors of ABC company, held on Friday, 8th October 2021 at Bhaidas Hall at 11:00 am.

Present :

- 1) Chairman Rahul
- 2) Chairman Pooja
- 3) Chairman Aditya
- 4) Chairperson Riya

In Attendance :

- 1) Naman
- 2) Tanushree
- 3) Parth

Company Secretary :

- 1) Thomas

Chairman for the Meeting :

Miss Saloni was elected as the chairman for the meeting.

Agenda :

To continue the previous meeting and resolve the issue discussed before for the second meeting :

- 1) Problem 1

Solution :-

- 2) Problem 2

Solution :-

The votes were in favour of the solution and hence the meeting was closed.

Next Board Meeting

It ~~was~~ is decided to be held on 9th December, 2021 at 11:00 am, at Bhaidas Hall.

Conclusion of meeting.

There ~~is~~ being no dispute and other problems to discuss the meeting ended at 1:30 pm with the vote of thanks to the chair.

Place - Bhaidas Hall.

Date - 8th October, 2021

Signature of ^{the} Chairman.

- 3.2 B) visuals focus audience attention. Learn to handle your visuals ~~prop~~ properly without getting confused. They help both, the speaker and the ~~audi~~ audience. The speaker has them for orderly presentation of points, to illustrate with a diagram, to exhibit data. We can use any one or more of the following advanced visual aids:
1. Posters can be displayed almost anywhere. ~~Thro~~ Though this is old-fashioned marketing persons going to rural areas have found this a very dependable method.
 2. Flip chart requires an easel or stand. It is most useful for interactive presentations.
 3. Overhead projector (OHP) is very popular and available in most places.
 4. Powerpoint - keep the slides simple and avoid too much color. Lay out main points.

Q.2) C) The long cycle process

At this point, the task consists of two parts

1. A detailed reading of the case study, and then
2. ~~A~~ Analyzing the ~~data~~ case.

When doing the detailed reading of the case study, look into:

1. Opening paragraph
2. Background information
3. ~~See~~ Specific area of interest
4. The specific problem
5. Alternatives
6. Conclusions

Q2.D) Date: 8th October, 2021

To,
~~Mr. Soman~~

To,
Mr. Soman
The ABC company.

We have scanned through your recent interview for the post of accountant in our company and we are pleased to inform you that you are selected for this position. We are offering you the title with our company from 11th October, 21 effectively under the following conditions:-

Salary ₹52,000/- per month

₹6,24,000/- per year

Based on your performance and dedication bonuses will be granted.

Probationary period - 8 months

Working hours - from 9:30 am to 6:30 pm
(Saturday and Sundays are holiday)

Lunch Break at 12:30 to 1:15 pm

Leave policy - only 3 leaves are granted per month
(2 are paid leaves 1 is casual leave)

The ABC company.

Q.3) For effective group discussion, and to communicate with others, also to obtain leadership ~~sto~~ skills, listening patiently to others view point is very important and I agree with it. For example, if a person is having an important interview round where there is a group discussion stage. ~~Then here not only the interviewer +~~ Here the interviewer will ~~only~~ not only have to ~~spea~~ speak but also listen to others carefully so that he/she can continue ~~to~~ with the flow or build up on the topic, and if the ~~topics~~ discussion diverts ~~to~~ from topic then ~~it is~~ he/she should ~~be~~ bring it on track which shows a leadership skill this requires good listening skill.