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| **SESSION** | **APRIL 2024** |
| **PROGRAM** | **BACHELOR OF BUSINESS ADMINISTRATION (BBA)** |
| **SEMESTER** | **II** |
| **COURSE CODE & NAME** | **DBB 1201– BUSINESS COMMUNICATION** |

**Assignment Set – 1**

**1. Describe any five characteristics of Communication. Explain the different elements involved in the process of communication.**

**Ans 1.**

Communication is an essential aspect of human interaction that is essential in both professional and personal situations. It is the exchange of ideas, information emotions, thoughts or even thoughts between groups or individuals. Five key aspects of communication:

1. **Two-Way Processing:** Communication isn't only about sending messages but also about comprehending and receiving the message. It is about the sending and receiving of information, typically in the form of a continuous loop.
2. **Transactional:** Communication is a dynamic process in which both parties are involved in generating meaning. Every participant in the communication process could be a sender as well as a receiver, and the roles may change rapidly.

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**2. Differentiate between listening and hearing. Explain the different types of listening.**

**Ans 2.**

**Listening and Hearing**

Hearing and listening are frequently used interchangeably, however they have distinct meanings within the context of communication.

Hearing is the physical process of detecting sound with the ear. It is an involuntary, passive process that takes place automatically whenever sound waves enter the ear. Hearing is simply the process of receiving sounds and then converting them to signals the brain is able to interpret. It's a sense-making function that lets us be aware of sounds in our surroundings.

Listening however is a dynamic and voluntary process that goes far beyond simple hearing. It is

**3. Illustrate the different steps in making oral presentations.**

**Ans 3.**

A successful oral presentation requires a series of key steps to will ensure that the message is clearly communicated and effectively. This is a comprehensive guide to the various steps involved:

**Preparation**

The preparation is the key to an effective presentation. Start by determining the goal of your presentation as well as the requirements of your audience. Determine the main message you wish

**Assignment Set – 2**

**4. What is a Resume? Explain the different components of a Resume.**

**Ans 4.**

**Resume**

A resume is an official document that outlines the individual's educational background, work experiences, abilities and accomplishments. It's used to apply for positions and is usually the first impression an employer gets of a candidate. The purpose of the resume is to highlight the applicant's skills and qualifications, as well as convince employers of their ability to fill a

**5. Explainthe term ‘meeting’ina business context. Enumerate the various responsibilities of a chairperson that he/she must manage efficiently, while he/she conducts a meeting. 04+06**

**Ans 5.**

**Meeting in a Business Context**

A business meeting context is an official gathering of people in an company to discuss and debate particular issues, take decisions and plan actions. Meetings are a means to communicate, collaborate, and coordination between departmental members, team members, or other stakeholders. They can take place in a variety of formats, like in-person, virtual or hybrid, and may range from informal team checks-ins, to board meeting formals. Effective meetings are organized with a focus on goals and are time-efficient making sure that the participants remain

**6. Define Group Discussion. Explain the types of GDs Based on the topics.**

**Ans 6.**

**Group Discussion (GD)**

Group discussions are an organized communication exercise where an entire group of people come together to discuss an issue that is of interest to them. It is often employed in educational institutions as well as workplace settings to evaluate participants' communication abilities and critical thinking capabilities, and collaboration skills. The GD typically has an instructor or moderator who leads discussions and makes sure that the discussion is on the right the right