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| **SESSION** | **JULY-AUGUST 2024** |
| **PROGRAM** | **BACHELOR OF COMMERCE (B.COM)** |
| **SEMESTER** | **III** |
| **COURSE CODE & NAME** | **DCM2101 BUSINESS COMMUNICATION**  |
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**Assignment Set – 1**

 **1. Define Communication. Mention any four barriers to communication and substantiate your answer with one example for each.**

**Ans 1.**

**Definition of Communication**

Communication is the process of transmitting information, ideas, thoughts, and emotions between individuals or groups through verbal, non-verbal, or written methods. It serves as the foundation of human interaction and plays a pivotal role in personal, professional, and societal contexts. Effective communication involves not only sending messages but also ensuring that the intended meaning is understood by the recipient.

**Barriers to Communication**

Despite its importance, communication is often hindered by various barriers that distort or obstruct

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

**Ans 2.**

**Difference Between Listening and Hearing**

Hearing is a physiological process that involves the perception of sound waves by the ears and their transmission to the brain. It is passive and does not require conscious effort. In contrast, listening is an active process that involves not only hearing sounds but also understanding, interpreting, and responding to them. Listening demands focus, attention, and the ability to comprehend the message being conveyed.

Example of Hearing: A person sitting in a noisy room may hear background conversations but not

**3. Comment on Reading as a skill. Discuss the various types of readings.**

**Ans 3.**

**Reading as a Skill**

Reading is a fundamental skill that forms the cornerstone of knowledge acquisition and communication. It is not merely the ability to decipher written words but involves understanding, interpreting, and critically analyzing the content. Effective reading skills are essential for personal development, academic success, and professional growth. They allow individuals to engage with diverse perspectives, enhance their vocabulary, and improve their cognitive abilities.

Reading, as an active process, requires concentration, comprehension, and the ability to connect ideas presented in the text to one’s existing knowledge. It also fosters creativity and critical

**Assignment Set – 2**

**4. What is a Resume? Explain the different components of a Resume. 02+08**

**Ans 4.**

**Resume**

A resume is a formal document that provides a summary of an individual’s professional background, including their skills, work experience, education, and achievements. It serves as a marketing tool designed to showcase the candidate’s qualifications to potential employers. A well-structured resume creates a positive first impression and plays a critical role in securing job interviews.

The purpose of a resume is to highlight an individual’s suitability for a specific role, tailored to the

**5. Define Group Discussion and state its purpose. Discuss the different types of Group Discussions.**

**Ans 5.**

**Definition of Group Discussion**

A group discussion (GD) is a structured form of communication where a small group of individuals deliberate on a specific topic to exchange ideas, opinions, and perspectives. The discussion is usually moderated and follows certain rules to ensure an organized flow of dialogue. Group discussions are widely used in academic, professional, and social contexts to evaluate communication skills, teamwork, and problem-solving abilities.

A group discussion is interactive in nature, requiring participants to actively listen, articulate their

**6. Elucidate the term meeting in terms of business context. Discuss the different categories of meetings.**

**Ans 6.**

**Definition of a Meeting**

In a business context, a meeting is a formal or informal gathering of individuals to discuss specific topics, share information, make decisions, or resolve issues. Meetings are an integral part of organizational communication, enabling collaboration and ensuring alignment across teams and stakeholders. They can take place in person, virtually, or in hybrid formats, adapting to the needs of modern workplaces.

Meetings are structured around a predefined agenda to maintain focus and efficiency. They provide