

# NEP - Semester End Examination – October 2025

Program: F.Y.B.Com.

Course: Business Communication Skills

Program Code: UGCOM01

Course Code: NUBC101

Duration: 1 Hour

Max. Marks: 30

## Instructions:

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Draw neat diagrams wherever necessary.

Q. 1	Explain the following concepts (any FOUR).	[10]	Course Outcome	Knowledge Level
	(a) Downward Channel of Communication		CO2	L2
	(b) Verbal Communication		CO2	
	(c) Feedback		CO1	
	(d) Proxemics		CO2	
	(e) Circular		CO3	
	(f) Minutes of Meeting		CO3	
Q. 2	Attempt any TWO of the following.	[10]	Course Outcome	Knowledge Level
	(a) Define the term Feedback and discuss the types of Feedback.		CO1	L1
	OR			
	(b) Evaluate Body Language and Dressing and Grooming as forms of Non-verbal Communication.		CO2	L5
Q. 3	Attempt any ONE of the following.	[10]	Course Outcome	Knowledge Level
	(a) Draft the Notice and Agenda for the Second Regular Board Meeting of Nimbus Technologies.		CO3	L6
	OR			
	(b) As the HR Manager of a company, draft a Memo to an employee who has been exhibiting a casual approach towards work and frequent absenteeism. Issue a formal warning in the Memo to the employee and mention that strict disciplinary action will be taken if no improvement is seen in him.		CO3	L6