

(i) Printed Pages : 2

Roll No.

(ii) Questions : 2

Sub. Code :

1	0	1	7	5
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Exam. Code :

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**NEP U.G. Common-Skill Enhancement Course 1st Semester
(2125)**

ENGLISH

Paper : Business Communication ENGSEC-2

Time Allowed : Two Hours]

[Maximum Marks : 35

1. Attempt any **THREE** questions out of the **FIVE**.
 - (a) What are some effective communication strategies for face-to-face business meetings?
 - (b) Can technology replace face-to-face business interactions or is there still a need for in-person meetings? Why or why not?
 - (c) How do you prioritise and manage multiple business relationships?
 - (d) Discuss the main stages of writing business messages.

- (e) Write about how you will bid farewell after a successful meeting. 3×5=15

2. Attempt any **TWO** questions out of **THREE**.

- (a) Describe your strengths, weaknesses, and abilities as if you were speaking to a job interviewer. Explain how you can improve your weaknesses while highlighting your strengths.
- (b) Write a short business report on the decline in sales in the last quarter and suggest measures for improvement.
- (c) Draft a notice inviting employees to attend the Annual General Meeting of your company. 2×10=20