**BBA Ist (IInd SEM)**

**ASSIGNMENT – 4**

**BUSINESS COMMUNICATION**

Q. 1. What do you mean by the term oral presentation ? Explain different principles of oral presentation in detail.

Q. 2. What are the different factors which affect oral presentation ? Explain in detail.

Q. 3. What are the skills required for making a presentation effective.

Q. 4. What do you mean by the term survey ? How can you conduct a survey? Explain in various steps.

Q. 5. What do you mean by the term Body language ? Discuss about the important elements of body language.

Q. 6. What do you mean by the term listening ? Explain the 7 step process of effective listening.

Q.7. What do you mean by the term Interview ? Explain the different interview skills in detail.

Q.8. How can you define the term resume ? Prepare a brief resume of yourself with necessary details.

Q.9. Differentiate between employement letter and offer letter.