

শুধু জব বিজনেস

Bangladesh Open University

BBA Program

Semester: 212 (2nd Level)

Course Title: Business Communication

Due on: November 17, 2023

Instructions

- Answer the all questions in your own handwriting on A4 size white paper.
- Fill-in the cover page of your assignment with care.
- Enclose the photocopy of your ID Card with the assignment (next to the cover page).
- Don't make spiral binding. Instead, make soft binding.
- Submit the assignment to the respective course tutor and ensure his/her signature on your Assignment Acknowledgement Form (see page#4 of Semester Calendar).

Questions

1. Define Communication. "Communication is a two-way process". Explain.
2. Feedback is an important component of communication. Elucidate.
3. Describe the importance of business communication. Explain how communication skills help you solve problems, learn new things, and build your career.
4. Imagine you have been assigned the task of creating a job description. Identify a job, locate at least two sample job descriptions, and create one. Please present the job description and note to what degree communication skills play a role in the tasks or duties you have included
5. What is downward communication? Explain the merits and limitations of downward communication.
6. What is Oral Communication? Explain the advantages and limitations of Oral communication?
7. Define non-Verbal communication? What is the importance of Non-Verbal communication in Business?
8. Enlighten how reading, writing, and critical thinking contribute to becoming a good writer.

শুধু অব বিজ্ঞান

Bangladesh Open University

BBA Program

Semester: 212 (2nd Level)

Course Title: Business Communication

Due on: December 22, 2023

Instructions

- Answer the all questions in your own handwriting on A4 size white paper.
- Fill-in the cover page of your assignment with care.
- Enclose the photocopy of your ID Card with the assignment (next to the cover page).
- Don't make spiral binding. Instead, make soft binding.
- Submit the assignment to the respective course tutor and ensure his/her signature on your Assignment Acknowledgement Form (see page#4 of Semester Calendar).

Questions

1. What are the kinds of business letters. Explain all of them.
2. Explain the form and content of an application.
3. What is a testimonial. Explain its features. Write a testimonial for your colleague in office.
4. Provide general guidelines for preparing Resume.
5. Explain the concept of public speech. How will you plan and prepare for a public speech?
6. What is listening? Explicate the significance of Effective listening in business communication.
7. We have two ears and one mouth so that we can listen twice as much as we speak.”- Elaborate the statement in the context of the importance of listening skills in personal as well as professional life.
8. As a Human Resource Manager of Sayem Ceramic Ltd. Write a report to the General Manager on recent labor unrest in your organization.