



BEGS-186: Business Communication

1. What is communication? Explain the elements and types of communication.
2. What are the major barriers to effective communication? Give examples.
3. Differentiate between verbal and non-verbal communication.
4. What is business writing? Describe its essential features.
5. Write a letter of enquiry regarding the availability and price of office furniture.
6. Draft a complaint letter to a company for receiving damaged goods.
7. What are the key skills required for effective oral communication in the workplace?
8. How can one improve listening skills? Explain active and passive listening.
9. Define business reports. Describe the structure and types of reports.
10. What is the difference between formal and informal reports?
11. Write a short report on “Decline in Employee Productivity due to Lack of Motivation”.
12. What is professional etiquette in business communication?
13. Explain the characteristics of a good business presentation.
14. Draft a notice for an Annual General Meeting (AGM) of a company.
15. Write the minutes of a meeting held to discuss the marketing budget for the next quarter.