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**COURSE OBJECTIVE**

- Business Communication represents the importance of communication, Business Correspondence and report writing
- This programme provides an overview on various types of communication, application letters and oral presentation

**COURSE OUTCOME**

- To equip students effectively to acquire skills in reading, writing, comprehension and communication, as also to use electronic media for business communication.

**UNIT I**

Nature of Communication: Process of Communication, Types of Communication (verbal & Non Verbal), Importance of Communication, Different forms of Communication; Barriers to Communication Causes, Linguistic Barriers, Psychological Barriers, Interpersonal Barriers, Cultural Barriers, Physical Barriers, Organizational Barriers

**UNIT II**

Business Correspondence: Letter Writing, presentation, Inviting quotations, Sending quotations, Placing orders, Inviting tenders, Sales letters, claim & adjustment letters and social correspondence, Memorandum, Inter -office Memo, Notices, Agenda, Minutes.

**UNIT III**

Report Writing: Business reports, Types, Characteristics, Importance, Elements of structure, Process of writing, Order of writing, the final draft, and check lists for reports.

**UNIT IV**

Application Letters – Preparation of Resume – Interview: Meaning – Objectives and Techniques of various types of interviews – public speech – Characteristics of a good Speech- Business Report Presentations.

**UNIT V**

Oral Presentation: Importance, Characteristics, Presentation Plan, Power point presentation, Visual aids.

## **SUGGESTED READINGS:**

### **TEXT BOOKS**

1. Rajendra Pal, J.S. Korlhalli, (2008), Essentials of Business Communication, Sultan.Chand & Sons, New Delhi.

### **REFERENCES**

1. Bovee, and Thill, Business Communication Today, Pearson Education
2. Shirley Taylor, Communication for Business, Pearson Education
3. Locker and Kaczmarek, Business Communication: Building Critical Skills, TMH
4. Leena Sen, Communication Skills, PHI Learning

**KARPAGAM ACADEMY OF HIGHER EDUCATION**  
**DEPARTMENT OF MANAGEMENT**  
**FIRST SEMESTER - I BBA**  
**BUSINESS COMMUNICATION (17AEC101)**  
**Unit - I**

S.No.	Hours	Topics	Ref. Pg. No.
1.	1	Communication: Meaning, Definition, Nature of Communication Process of Communication	T: Pg.No.: 1-5
2.	1	Objectives of Communication Types of Communication (Verbal and Non Verbal)	T: Pg.No.: 36-45 W1
3.	1	Downward Communication Audio-visual Communication Computer based Communication	T: Pg.No.:45-52
4.	1	Importance of Communication	T: Pg.No.: 6
5.	1	Principles of Communication Clarity, Completeness, Conciseness etc.,	T: Pg.No.: 7
6.	1	Different forms of Communication	R1: Pg.No.: 10-20
7.	1	Barriers to Communication	T: Pg.No.:53-56
8.	1	Wrong Choice of Medium Semantic Barriers	T: Pg.No.:56
9.	1	Linguistic Barriers, Psychological	T: Pg.No.:57-58
10.	1	Barriers, Socio-psychological Barriers	T: Pg.No.:59
11.	1	Interpersonal Barriers	R1: Pg.No.30-34
12.	1	Cultural Barriers	R1: Pg.No.35
13.	1	Physical Barriers	T: Pg.No.61
14.	1	Organizational Barriers	T: Pg.No.62
15.	1	Recapitulation and Discussion of Important Questions	
<b>Total No. of Hours Planned for Unit - I</b>			<b>15</b>

**TEXT BOOK:** T: Rajendra Pal, J.S. Korlhalli, Essentials of Business Communication, Sultan.Chand & Sons, New Delhi, Ninth Revised Edition, (2015).

**REFERENCES:** R1: Lesikar, R.V. & Flatley, M.E.Kathryn Rentz , Business Communication Making Connections in Digital World, McGraw Hill Education, Eleventh Edition, (2015)

**WEBSITES:** W1: [www.typesofcommunication.com/encyclopedia](http://www.typesofcommunication.com/encyclopedia).

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**Unit - II**

<b>S.No.</b>	<b>Hours</b>	<b>Topics</b>	<b>Ref. Pg. No.</b>
1.	1	Business Correspondence: Functions of a business letter Kinds of a business letter	T: Pg.No.: CC 1- 5 W3
2.	1	Importance of Effective Business	T: Pg.No.: CC 6- 7
3.	1	Letter Writing, How to write an effective business letter	T: Pg.No.: CC 8- 9
4.	1	Essentials of an effective business letter, Enquires and Replies,	T: Pg.No.: CC 37- 45
5.	1	Offers and Quotations, Inviting Quotations, Sending Quotations	T: Pg.No.: CC 45- 49
6.	1	Placing Orders, Execution of Orders, Defective Order,	R2: 35-39
7.	1	Delay in execution, Inability to execute orders, Inviting tenders	R2: 35-45
8.	1	Sales letters, Advantages of Sales Letter	W2 T: Pg.No.: CC 138-140
9.	1	Objectives of a Sales Letter, Claims and Adjustment Letters	T: Pg.No.: CC 140-142
10.	1	Social Correspondence	T: Pg.No.: CC 142-144
11.	1	Memorandum	T: Pg.No.: CC 145-149
12.	1	Inter-Office , Memo, Notices,	R2: 50-55
13.	1	Agenda, Minutes	R2: 56-59
14.	1	Job Application Letter, Preparing the Resume	R1: Pg.No.35-45
15.	1	Recapitulation and Discussion of Important Questions	
<b>Total No. of Hours Planned for Unit - II</b>			<b>15</b>

**TEXT BOOK : T :**

**REFERENCES: R1:**

R2: Bovee, and Thill, Business Communication Today, Pearson Education, New Delhi, Third Edition, (2011).

**WEBSITES : W2:** [www.slideshare.net/salesletter/advertising-copy](http://www.slideshare.net/salesletter/advertising-copy).

W3: [www.businesscorrespondence.com/101](http://www.businesscorrespondence.com/101)

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**BUSINESS COMMUNICATION (17AEC101)**  
**Unit - III**

<b>S.No.</b>	<b>Hours</b>	<b>Topics</b>	<b>Ref. Pg. No.</b>
1.	1	Report Writing Meaning, Oral and Written Reports	T: Pg.No.: WC 1- 10
2.	1	Types of Report Writing Importance of Reporting	W4 T: Pg.No.: WC 10- 12
3.	1	Characteristics of Report Writing Selecting a suitable type of Report	T: Pg.No.: WC 12- 13
4	1	Reports by Committees	T: Pg.No.: WC 13
5.	1	Preparing a Report Organization of a Report Reports by Individuals	T: Pg.No.: WC 14
6.	1	Elements of structure, Process of writing	R3: 15-19
7.	1	Importance of writing skill	R3: 19-20
8.	1	Order of writing, the final draft	R3: 25-29
9	1	Importance of preparing final draft	R3: 29-30
10	1	Merit in writing reports	R3: 30
11.	1	Preparation of Reports	R3: 31
12.	1	Importance of Checklist	T: Pg.No.: WC 15-16
13	1	Check lists for reports	T: Pg.No.: WC 17
14		Preparation of Checklist	T: Pg.No.: WC 18
15.	1	Recapitulation and Discussion of Important Questions	
<b>Total No. of Hours Planned for Unit - III</b>			<b>15</b>

**TEXT BOOK : T :**

**REFERENCES: R3:** Shirley Taylor, Communication for Business, Pearson Education, New Delhi, Third Edition, (2014).

**WEBSITES : W4:** [www.reportwriting.com](http://www.reportwriting.com)

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**DEPARTMENT OF MANAGEMENT**  
**BUSINESS COMMUNICATION (17AEC101)**

**Unit - IV**

**Unit - IV**

<b>S.No.</b>	<b>Hours</b>	<b>Topics</b>	<b>Ref. Pg. No.</b>
1.	1	Application Letters	R2: Pg.No.: 65-66 T: Pg.No.: CC 270-275
2	1	Form and Contents of an application letter	R2: Pg.No.: 66
3	1	Bio data, Application Blank	T: Pg.No.: CC 276-280
4	1	Resume Importance of Vocabulary	T: Pg.No.: CC 281-282 W5
5	1	Preparation of Resume	T: Pg.No.: CC 282
6		Interview Letter of appointment	T: Pg.No.: OC 26 -30
7	1	Letter of Confirmation, Promotion and Retrenchment,	T: Pg.No.: OC 31-33
8		Resignation	T: Pg.No.: OC 33-34
9	1	Public Speech	T: Pg.No.: OC 1-10
10		Characteristic of good speech	T: Pg.No.: OC 11-13
11	1	Business Report	T: Pg.No.: WC 14-19
12		Importance of report	T: Pg.No.: WC 20
13	1	Types of Business report Preparation of report	T: Pg.No.: WC 32-34
14		Organization report	T: Pg.No.: WC 34-36
15	1	Recapitulation and Discussion of Important Questions	
<b>Total No. of Hours Planned for Unit - IV</b>			<b>15</b>

**TEXT BOOK : T :**

**REFERENCES: R2:**

**WEBSITES : W5:** [www.misspel/words/en](http://www.misspel/words/en).

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**COIMBATORE**  
**DEPARTMENT OF MANAGEMENT**  
**BUSINESS COMMUNICATION (17AEC101)**  
**Unit - V**

<b>S.No.</b>	<b>Hours</b>	<b>Topics</b>	<b>Ref. Pg. No.</b>
1.	1	Oral Presentation: Meaning, Characteristics	T: Pg.No.: OC 48-49
2.	1	Importance of Oral Presentation, Merits of Presentation, Common Error in Oral Presentation	T: Pg.No.: OC 49-51
3.	1	The Telephone, Dictating Letters Posters	T: Pg.No.: OC 51
4.	1	Audio-visual means of communication Presentation	T: Pg.No.: OC 52-53
5.	1	Power point presentation, Meaning, Importance	R3: Pg.No.: 10 5-106
6	1	Merits of Power point presentation	R3: Pg.No.: 107
7.	1	Animation effects presentation, Merits of animation presentation	R3: Pg.No.: 108-109
8	1	Effectiveness of Presentation	R3: Pg.No.: 109-110
9.	1	Visual aids Meaning, Features and Characteristics	T: Pg.No.: OC 53-57
10.	1	Role and Importance of Visual aids	R3: Pg.No.: 110-112 W6
11	1	Merits of Visual aids	R3: Pg.No.: 11-115
12.	1	Recapitulation and Discussion of Important Questions	
<b>Total No. of Hours Planned for Unit - V</b>			<b>12</b>
13	1	Discussion of Previous ESE Questions	
14	1	Discussion of Previous ESE Questions	
15	1	Discussion of Previous ESE Questions	<b>3</b>
<b>Total No. of Hours Planned for Unit – V and Previous ESE Question Paper Discussion</b>			<b>15</b>

**TEXT BOOK : T :**

**REFERENCES: R3:**

**WEBSITES : W6: [www.managementstudyguide.com/visualaid](http://www.managementstudyguide.com/visualaid)**

**KARPAGAM ACADEMY OF HIGHER EDUCATION****DEPARTMENT OF MANAGEMENT****FIRST SEMESTER - I BBA (BATCH: 2017-2020)****BUSINESS COMMUNICATION -17AEC101****UNIT – I**

Nature of Communication: Process of Communication, Types of Communication (verbal & Non Verbal), Importance of Communication, Different forms of Communication; Barriers to Communication Causes, Linguistic Barriers, Psychological Barriers, Interpersonal Barriers, Cultural Barriers, Physical Barriers, Organizational Barriers

**INTRODUCTION**

In the changing business environment of multinational competition and globalization, communication tends to become an important component of an organization. Like the functional areas of production, marketing and finance, communication too is shaping into a distinct area, in the form of business or organizational or corporate communication.

Communication is the life blood of social as well as corporate world. We exist because we communicate. Even our silence communicates a lot. We all have a layman's idea of what communication is, but let us try to understand the concept fully so that we can use it effectively. Communication is the process by which we exchange meanings, facts, ideas, opinions or emotions with other people. It is an essential condition of our existence and the most important activity of ours. The word communication has been derived from Latin word "**communicare / communis**" that means to 'share' or 'participate'. Everybody knows that most of the time, through speech or writing or any other means like exchange of a common set of symbols, we are sharing information with other human beings. It is, therefore, first and foremost a social activity. Man as a social animal has to communicate.

**Communication is defined** as "The flow of material, information, perception, understanding and imagination among various parties". Business includes those organizations, which are engaged in the production and distribution of goods and services to earn profit. Therefore Business communication means, "Flow of information, perception etc. either within a business organization or outside the organization among different parties".



Simply, Communication is an exchange of facts, ideas, opinions or emotions by two or more persons. General communication is different from business communication / Administrative communication. Business communication means the sharing of information between people within an enterprise that is performed for the commercial benefit of the organization.

**Business communication** is the specialized branch of general communication that is especially concerned with business activities. When communication takes place among business parties concerning business affairs or business related issues is known as business communication. Business communication is nothing but, the communication between the people in the organization for the purpose of carrying out the business activities

According to William Scott in his book organizational theory “Administrative communication / business communication is a process which involves the transmission and accurate replication of ideas ensured by feedback for the purpose of eliciting actions which will accomplish organizational goals”

**(I) Flow between two or more parties.**

In business communication the materials flow from one person to another person or from many persons to different people. This flow may either be inside the organization or outside the organization.

**(ii) Flow of information, perception, imagination etc.**

Flow of information takes place when a party transfers the material to another mind. Flow of perception means transfer of different feelings. Finally, flow of imagination that occurs when a painter conveys his/her imaginations through a portrait.

**OBJECTIVES OF BUSINESS COMMUNICATION**

**1. Stronger Decision Making**

Your ability to communicate effectively increases productivity, both yours and your organization.

**2. Increased Productivity**

With good communication skills, you can anticipate problems, make decisions, co-ordinate work flow, supervise others, develop relationships and promote products and services.

**3. Steadier Work Flow**

Communication acts as tool for the effective work related flow of information.

**4. Strong Business Relationships & Enhanced Professional Image**

You can shape the impressions you and your company make on colleagues, employees, supervisors, investors, and customers in addition to perceiving and responding to the needs of these stakeholders (the various groups you interact with) without effective communication, people misunderstand each other and misinterpret information. Ideas misfire or fail to gain attention and people and companies flounder.

#### 5. Clearer Promotional Materials

Your organizations need for effective reach of company name and public promotions are based on effective promotional material such as advertisements , bill boards , online add , posters etc are all communicated for effective message delivery and meaning.

#### 6. Provide Advice

Giving advice is based on individual-oriented and work-oriented ,advice should not given to the person for pinpointing his mistakes rather it should be helpful for his improvement. Effective advice promotes understanding and it can be a two way process if the subordinate staff given freedom.

#### 7. Provide Order

Order is an authoritative communication pattern and it is directive to somebody always a subordinate to do something. Orders will be written and oral orders , general and specific orders ,procedural and operational orders , mandatory and discretionary order. Order should be clear and complete, execution should be possible and given in a friendly way.

#### 8. Suggestion

Suggestion is supposed to be very mild and subtle form of communication. Suggestions are welcomed for it is not obligatory to accept them, it can be voluntary and anonymous and submitted through suggestion boxes.

9. Persuasion : Persuasion may be defined as an effort ‘ to influence the attitudes , feelings ,or beliefs of others , or to influence actions based on those attitudes , feelings , or beliefs. Persuasion can be done to others if you are convinced, you do not imposed, you are not rigid are prepared to meet half-way and you can look at the situation from the other person’s angle also.

#### 10. Education

Education is a very conscious process of communication, it involves both teaching and learning by which organizations provide to their employees in the form of training. Education is given for management, employees and outside public.

#### 12. Warning

If the employees do not abide by the norms of the organization warning is a power communication tool and it can be general and specific. Specific warning should be administered in private and after thorough investigation. The aim of the warning should be the organization betterment.

#### 13. Raising Morale and Motivation

Morale stands for mental health and it is a sum of several qualities like courage, resolution, confidence. High morale and effective performance go hand to hand. Motivation is a process that account for an individual intensity, direction, and persistence of effort towards attaining a goal.

#### 14. To Give and Receive Information

Communication's main idea is to give and receive information because managers need complete, accurate and precise information to plan and organize employee need it to translate planning in to reality. Information will cover all aspects of the business.

#### 15. To Provide Counselling

Counseling is given to solve employee's mental stress and improve the employee's productivity.

#### 16. To Improve Discipline

Finally discipline is the foremost part of any business communication. The various disciplinary codes are effectively communicated to employees through disciplinary codes.

### **THE ROLE OF EFFECTIVE BUSINESS COMMUNICATION WITHIN AND OUTSIDE THE ORGANIZATION**

A business Organization is a group of people associated to earn profit. Various kinds of activities have to be performed by the people of an organization so as to earn profit. These activities need an effective and systematic communication. Without efficient communication, one cannot even imagine to do work and hence will be unable to earn profit. Since the aim of business organization is to earn profit, the organization will die without profit and this death is a result of the absence of communication. This is why communication is called life blood of a business organization.

**COMMUNICATION INSIDE AN ORGANIZATION:**

Different employees and officials in an organization need to communicate to each other. This internal communication with its importance is shown in the following way:

**1. Setting goals and Objectives:-**

Mostly, the organizations have a variety of formal and informal objectives to accomplish. These objectives may be financial results, product quality, market dominance, employees satisfaction, or service to customers. So the communication enables all the persons in an organization to work towards a common purpose.

**2. Making and Implementing decision:-**

In order to achieve the objective, people in a business organization collect facts and evaluate alternatives, and they do so by reading, asking questions, talking or by plain thinking. These thoughts are put into a written form. Once a decision has been made, it has to be implemented which requires communication.

**3. Appraisal:-**

Having implemented the decision, management needs to determine whether the desired outcome is being achieved. Statistics on such factors as cost, sales, market share, productivity and inventory levels are compiled. This is done through computers, manual papers, memos or reports.

**4. Manufacturing the products:-**

Getting an idea for a new product out of someone's head, pushing it through the production process and finally getting the product also require communication. Designing the plan regarding product, introducing the workers, purchasing raw material, marketing and distributing the product all require effective communication.

**5. Interaction between employer & employee:-**

Employees are informed about policies and decisions of employers through circulars, reports, notices etc. Employers also get in touch with employees through application, complaint etc. So, communication plays a vital role in the interaction of employer and employee.

**EXTERNAL COMMUNICATION:****1. Hiring the employees:-**

If a company wants to hire someone, it advertises the vacancy, receives applications, calls the candidates, takes the interview and then offers job to the successful candidates. The whole process requires communication.

**2. Dealing with customers:-**

Sales letters and brochures, advertisements, personal sales calls, and formal proposals are all used to stimulate the customer's interest. Communication also plays a part in such customer related functions as credit checking, billing, and handling complaints and questions.

**3. Negotiating with suppliers and financiers:-**

To obtain necessary supplies and services, companies develop written specification that outlines their requirement. Similarly, to arrange finance, they negotiate with lenders and fill out loan applications.

**4. Informing the investors:-**

Balance sheet, income statement, and ratio analysis are used to inform the investors regarding performance of business.

**5. Interacting with Govt.:-**

Government agencies make certain rules to regulate the economy. These rules are communicated to organizations through various papers. These organizations try to fulfil, these requirement like filling taxation form and other documents.

**The importance of communication for an individual and for an organization**

“Communication is the process by which information is transmitted between individuals and organization, so that an understanding response results”. “Communication is the process which involves transmission and accurate replication of ideas, ensured by feedback for the purpose of eliciting action which will accomplish organizational goals”.

**Importance of Communication for an Individual****(1) Helps in getting a desired job:-**

Getting a desired job is not an easy task. It requires a person to be excellent, especially in terms of communication abilities. Communication abilities can be classified into five categories that is

reading, writing, speaking, listening and observing. If a candidate is a good reader of not only text books and reference books but also of newspapers and magazines, this would help him developing confidence level at the time of interview. Writing skills are necessary for preparing an appropriate Bio data and covering letter, so that a better initial impression could be created. No doubt, conversational skill right at the time of interview is equally countable towards success of the candidate. Listening abilities on the other could prove to be fruitful especially when the interviewer is making a comment or asking a question. In short we can say that the presence of above mentioned five communication skills could give a better chance of being selected during an interview.

**(2) Help in maintaining social relationships:-**

We as human beings live in a cobweb of relationships rather social relationship. These social relations compel us to act simultaneously in the capacity of father, child, husband, uncle, neighbour, cousin, teacher, nephew and so on. All these relationships especially near one's could be maintained properly if we can communicate well to all these relations, that we are here to take care of them and our services are always there to help them in case of any needs.

**(3) Helps in getting on the job promotion:-**

Perhaps finding a job would not be a big deal in case of if the candidate is well connected and belongs to a well off family. But promotion on the job requires some extra skills on the part of the candidate. Amongst those skills, communication abilities rank on the top. If a person can speak well during interactive and presentation sessions, can reports properly, he will automatically be in the eyes of the management and whenever a chance for promotion comes, he will be on the top of the list.

**(4) Helps in solving other's problems:-**

It is commonly observed that around us there are so many people whom we like to meet; their company is a source of enrichment for us. When we are with them we feel secured. The only reason for such types of feelings is that such type of people are not only good listeners but they also know it well that whenever they would speak, it would only be for the sake of encouraging, not discouraging others, only for solving other's problems and not for creating problems for others. Such people are no doubt excellent communicators.

**BARRIERS OR OBSTACLES OF COMMUNICATION**

The various inadequacies that can be identified through communication evaluation are required to be analyzed in terms of various factors - obstructions and barriers - that impede flow communication. Any managerial action in this regard can be effective only when it strikes at the very root of the factors that lie at the very root of the problem. From this viewpoint, identification of different factors is necessary. Recognizing barriers to effective communication is a first step in improving communication style. Following are the barriers of communication process.

**ENCODING BARRIERS.** The process of selecting and organizing symbols to represent a message requires skill and knowledge. Obstacles listed below can interfere with an effective message.

1. **Lack of Sensitivity to Receiver.** A breakdown in communication may result when a message is not adapted to its receiver. Recognizing the receiver's needs, status, knowledge of the subject, and language skills assists the sender in preparing a successful message. If a customer is angry, for example, an effective response may be just to listen to the person vent for awhile.
2. **Lack of Basic Communication Skills.** The receiver is less likely to understand the message if the sender has trouble choosing the precise words needed and arranging those words in a grammatically-correct sentence.
3. **Insufficient Knowledge of the Subject.** If the sender lacks specific information about something, the receiver will likely receive an unclear or mixed message. Have you shopped for an item such as a computer, and experienced how some salespeople can explain complicated terms and ideas in a simple way? Others cannot.
4. **Information Overload.** If you receive a message with too much information, you may tend to put up a barrier because the amount of information is coming so fast that you may have difficulty comfortably interpreting that information. If you are selling an item with twenty-five terrific features, pick two or three important features to emphasize instead of overwhelming your receiver.
5. **Emotional Interference.** An emotional individual may not be able to communicate well. If someone is angry, hostile, resentful, joyful, or fearful, that person may be too preoccupied with emotions to receive the intended message. If you don't like someone, for example, you may have trouble "hearing" them.

**TRANSMITTING BARRIERS:** Things that get in the way of message transmission are sometimes called “noise.” Communication may be difficult because of noise and some of these problems:

**1. Physical Distractions.** A bad cellular phone line or a noisy restaurant can destroy communication. If an E-mail message or letter is not formatted properly, or if it contains grammatical and spelling errors, the receiver may not be able to concentrate on the message because the physical appearance of the letter or E-mail is sloppy and unprofessional.

**2. Conflicting Messages.** Messages that cause a conflict in perception for the receiver may result in incomplete communication. For example, if a person constantly uses jargon or slang to communicate with someone from another country who has never heard such expressions, mixed messages are sure to result. Another example of conflicting messages might be if a supervisor requests a report immediately without giving the report writer enough time to gather the proper information. Does the report writer emphasize speed in writing the report, or accuracy in gathering the data?

**3. Channel Barriers.** If the sender chooses an inappropriate channel of communication, communication may cease. Detailed instructions presented over the telephone, for example, may be frustrating for both communicators. If you are on a computer technical support help line discussing a problem, it would be helpful for you to be sitting in front of a computer, as opposed to taking notes from the support staff and then returning to your computer station.

**4. Long Communication Chain.** The longer the communication chain, the greater the chance for error. If a message is passed through too many receivers, the message often becomes distorted. If a person starts a message at one end of a communication chain of ten people, for example, the message that eventually returns is usually liberally altered.

**DECODING BARRIERS.** The communication cycle may break down at the receiving end for some of these reasons:

**1. Lack of Interest.** If a message reaches a reader who is not interested in the message, the reader may read the message hurriedly or listen to the message carelessly. Miscommunication may result in both cases.

**2. Lack of Knowledge.** If a receiver is unable to understand a message filled with technical information, communication will break down. Unless a computer user knows something about



the Windows environment, for example, the user may have difficulty organizing files if given technical instructions.

3. **Lack of Communication Skills.** Those who have weak reading and listening skills make ineffective receivers. On the other hand, those who have a good professional vocabulary and who concentrate on listening, have less trouble hearing and interpreting good communication. Many people tune out who is talking and mentally rehearse what they are going to say in return.

4. **Emotional Distractions.** If emotions interfere with the creation and transmission of a message, they can also disrupt reception. If you receive a report from your supervisor regarding proposed changes in work procedures and you do not particularly like your supervisor, you may have trouble even reading the report objectively. You may read, not objectively, but to find fault. Misinterpret words and read negative impressions between the lines. Consequently, likely to misunderstand part or all of the report.

5. **Physical Distractions.** If a receiver of a communication works in an area with bright lights, glare on computer screens, loud noises, excessively hot or cold work spaces, or physical ailments, that receiver will probably experience communication breakdowns on a regular basis.

**RESPONDING BARRIERS**-The communication cycle may be broken if feedback is unsuccessful.

1. **No Provision for Feedback.** Since communication is a two-way process, the sender must search for a means of getting a response from the receiver. If a team leader does not permit any interruptions nor questions while discussing projects, he may find that team members may not completely understand what they are to do. Face-to-face oral communication is considered the best type of communication since feedback can be both verbal and nonverbal. When two communicators are separated, care must be taken to ask for meaningful feedback.

2. **Inadequate Feedback.** Delayed or judgmental feedback can interfere with good communication. If your supervisor gives you instructions in long, compound-complex sentences without giving you a chance to speak, you may pretend to understand the instructions just so you can leave the stress of the conversation. Because you may have not fully understood the intended instructions, your performance may suffer.

## TYPES OF COMMUNICATION

We classify the communication into different types as following;

- 1) **Intrapersonal communication** – it is talking to oneself in one's own mind. Soliloquies or asides in dramatic work are example of intrapersonal communication.
- 2) **Interpersonal communication** – it is exchange of messages between two persons. Conversation, dialogue, interview etc. are examples of interpersonal communication.
- 3) **Group communication**- it can be among small or large groups, like an organization, club or class room, in which all individual retain their individual identity.
- 4) **Mass communication**- it occurs when the message is sent to large groups, for example, by news paper, radio, or television etc.
- 5) **Verbal communication**
- 6) **Non verbal communication**
- 7) **Meta communication**- Here speakers' choice of words unintentionally communicates something more than what the actual words state. For example, a flattering remark like "I've never seen you so smartly dressed" could also mean that the regular attire of the listener needed improvement.
- 8) **Formal communication**
- 9) **Informal communication**
- 10) **Electronic communication**

## CHANNELS OF COMMUNICATION

Channel of communication means how communication flows from one point to another point. It may be divided into the following types

- Internal Communication,
- External Communication

### 1. INTERNAL COMMUNICATION:

When the flow of communication is within an organization it is internal communication. It does not include outsiders. Internal communication helps people to interact in the organization to plan, organize, staff, lead and control. It is used by all people in the organization at every level. It is Intra-company communication. Internal communication can be further subdivided into the following parts or channels:

- Horizontal communication
- Downward communication
- Upward communication

### **Horizontal Communication**

It is the communication between people of the same department, or with other people of the same level in other departments. It is also called cross-wise communication. Horizontal communication helps in sharing information through meetings, chats, brain storming sessions and peer-to-peer talk.

### **Downward communication**

When the flow of communication is from the superior level to a downward level it is called downward communication. When managers pass instructions to subordinates they are using the downward channel of communication. Downward communication helps in leading, giving policies and procedures, assigning tasks and controlling subordinates.

### **Upward Communication**

When the flow of communication is from the subordinate to the upper level it is called upward communication. When subordinates submit reports and give information to managers they are using upward channel of communication. Upward communication helps in submitting reports, appeals, requests, sharing problems or asking for advice and guidance.

## **2. EXTERNAL COMMUNICATION**

In external communication the flow of information is outside the organization. It is Intercompany communication. It is used to communicate with vendors, suppliers, competitors, Government, Consumer groups and general public. In external communication special care and consideration has to be given as it is also important for the goodwill and image of the company. Legal aspects are also given special attention while communicating externally.

**DIFFERENTIATE BETWEEN FORMAL AND INFORMAL LANGUAGE;****Formal language Informal Language**

(1) It is the language spoken in office, business and other formal places.

It is the language spoken at home or with friends.

(2) Proper and standard words are used.

Improper words and slangs are used.

(3) It consists of specific purpose words like manager, supervisor, owner, employer etc.

It has all purpose words like “boss” that stands for various personalities.

(4) It is used comparatively less than informal language. It is used in daily life

(5) It is used when the speaker is relaxed. It is used when speaker is in a hurry.

**THE PROCESS OF COMMUNICATION.**

Communication simply means exchange of ideas & information between two persons. A person sends a message to another person and gets the response from the receiver on the message. This whole phenomenon can be explained as under.

**1. Sender's thoughts:-**

The very first step in the process of communication is generation of thought in the sender's mind. These thoughts may be about a request, order, inquiry production or any other such activity.

**2. Encoding / Message:-**

The thought generated in the mind of sender is ambiguous and unable to be communicated unless it is put into a receivable form. This step is known as encoding where the sender converts his thought into a message by means of a language. For example, a sender thinks about having a job. Now, he will put his thought on a paper. That is called job application. In his way, his thought becomes a message.

**3. Transmission through media:-**

Once a thought is converted into message, it should be transmitted to the receiver through a suitable medium. This media might be electronic media as T.V., E-mail, radio etc. or it may be

print media like newspaper, magazines, letters or merely sound that is transmitted through the medium of air.

#### **4. Noise and Barriers:-**

While transmitting the information to the receiver, the sender faces lots of barriers. These noise and barriers are explained as under:

**(i) On sender's side:-** Noise and barriers may take place during the process of encoding. Some of them may be caused by distraction, lack of concentration, typing mistake, poor language etc.

**(ii) In the medium:-** Some barriers are caused by medium such as poor transmission on T.V. and radio misprinting in newspapers etc.

**(iii) On receiver's side:-** The receiver can also create certain barriers to the receiving of message such as poor reading ability, emotions, lack of concentration etc.

#### **5. Decoding by Receiver:-**

Having received the message from the sender, the receiver attempts to understand and interpret the message. This process of converting the language of message into thoughts is known as decoding. For instance, the receiver, having received job application, reads the application and understands the message conveyed by the applicant.

#### **6. Idea Received:-**

As soon as the process of decoding is finished, the idea given by the sender is received by the receiver. It means the thought that was generated in the mind of sender has been transmitted to the mind of receiver. In our example, the sender wanted to inform the receiver about his thought of having a job. Now the sender has got this idea.

#### **7. Feed back:-**

Process of communication is incomplete until the receiver responds to the sender. This response may be negative, positive, or for further enquiry. It means when the receiver of job application welcomes or regrets the sender, the process of communication is deemed to be complete. This whole process can be depicted through the following diagram.

### **FIVE ELEMENTS (FACTORS) OF THE PROCESS OF COMMUNICATION:**

Communication as a process can be understood from the given diagram. A sender encodes the message, and sends it using a channel to a receiver, who then decodes the message. The receiver, in turn, encodes his feedback on the message received, and sends it to the sender, which is then

decoded by the sender. Different channels or media is used for this transmission of message. Noise, in the communication process, refers to any obstruction that hampers the transmission of the message from the sender to the receiver or the feedback from the receiver to the sender. Noise here can refer to both the verbal and non-verbal cues, oral and written communication etc. For instance, language barriers, misinterpretation of symbols used, incoherent diction and articulation, unintelligible handwriting etc.

Communication is the exchange of ideas between two minds. This process of exchanging idea is based on following five factors.

**1. Sender:-**

Sender is the person who initiates the process of communication. He generates an idea in his mind regarding production invention, innovation, request, order, enquiry etc. So, he is the first factor of communication process and his function is to generate an idea. Therefore, it is necessary that the idea should be clear, and convertible into message. For this purpose, the sender needs to apply his knowledge and imaginative power.

**2. Message:-**

The idea in the mind of sender is transformed into words that is called message. The sender decides on the length, style, organization and tone of the message. The message may be presented in many ways, depending on the subject, purpose, audience, personal style, mood and cultural background.

**3. Media:-**

The media of transmission of message are electronic media as T.V., radio, computer and print media as newspapers, letter, magazine etc. media play a very important role in helping the receiver's understand the message. A wrongly chosen medium can interrupt the process of communication; Selection of medium depends upon message, audience, urgency and situation.

**4. Receiver:-**

Receiver is the person who gets the message from the sender, decodes it, understands it and interprets it.

**5. Feed Back:-**

Having understood the message, the receiver responds to the sender in yes or no or asks further questions. This process is called feedback.

## **FORMAL COMMUNICATION**

Formal communication refers to interchange of information officially. The flow of communication is controlled and is a deliberate effort. This makes it possible for the information to reach the desired place without any hindrance, at a little cost and in a proper way. This is also known as ‘Through Proper Channel Communication.’

## **CHARACTERISTICS**

Following are the chief characteristics of the formal communication:

### **(1) Written and Oral:**

Formal communication can both be written and oral. Daily works are handled through oral communication, while the policy matters require written communication.

### **2) Formal Relations:**

This communication is adopted among those employees where formal relations have been established by the organisation. The sender and the receiver have some sort of organizational relations.

### **(3) Prescribed Path:**

The communication has to pass through a definite channel while moving from one person to another. For example, to convey the feelings of a worker to the manager, the foreman’s help has to be sought.

### **(4) Organizational Message:**

This channel is concerned with the authorized organizational messages only and the personal messages are out of its jurisdiction.

### **(5) Deliberate Effort:**

This channel of communication is not established automatically but effort has to be made for its creation. It is decided keeping in view the objectives of the organization.

## **ADVANTAGES**

The formal communication has the following advantages:

**(1) Maintenance of Authority of the Officers:**

Formal communication maintains constant relations among the superiors and the subordinates as a result of whom the dignity of the line superiors is maintained. Consequently, it is convenient to control the subordinates and fix their responsibility which is absolutely needed for effective and successful control.

**(2) Clear and Effective Communication:**

In formal communication, there is a direct contact among the managers and the subordinates. Both understand the capability, habits, feelings, etc. of one another. Managers know as to when and under which conditions their subordinates need information. In this way, this communication is capable of making available timely information. Hence, it is clear and effective.

**(3) Orderly Flow of Information:**

The information has to pass through a definite route from one person to another. Hence, the flow of information is systematic.

**(4) Easy Knowledge of Source of Information:**

In this type of communication, the source of each information can be easily located.

## **LIMITATIONS**

Following are the disadvantages or limitations of the formal communication:

**(1) Overload of Work:**

In a modern business organisation much information, many messages and other things have to be communicated. Under formal communication, they are routed through a definite channel and this consumes much of the time of the superiors and thus some other important works are left unattended.

**(2) Distortion of Information:**

This method can be a hindrance in the flow of information. Sometimes the distance between the sender and the receiver is so big that the information has to pass through many hands and by the time it reaches the receiver it is distorted. Thus it fails to serve its purpose.

**(3) Indifferent Officers:**

The officers do not pay much attention to the suggestions and complaints of the subordinates. In such a case a subordinate may come lose his faith in the effectiveness of communication.



**TYPES OF FORMAL COMMUNICATION (CHANNELS OF COMMUNICATION)**

Formal communication is of two types:

- (1) Vertical Communication:
  - (i) Downward Communication
  - (ii) Upward Communication
- (2) Horizontal Communication.

**(1) Vertical Communication**

Vertical communication is of the following two types:

**(i) Downward Communication:**

The communication by top hierarchy with their subordinates is called downward communication. This communication includes orders, rules, information, policies, instructions, etc. The chief advantage of the downward communication is that the subordinates get useful timely information which helps them in their work performance,

**(ii) Upward Communication:**

This is quite the reverse of the downward communication. This flows from the subordinates to the superiors. The subject-matter of this communication includes suggestions, reactions, reports, complaints, etc. This sort of communication helps the superiors in taking decisions.

**(2) Horizontal Communication**

Horizontal communication takes place when two individuals of the same level exchange information. Horizontal communication is used by the same level officers to solve the problems of similar nature and profit by the experience of other people. The subject-matter of horizontal communication includes information, requests, suggestions, mutual problems and coordination related information.

**FORMAL COMMUNICATION NETWORK**

The way in which formal communication is done, is known as formal communication network.

Formal communication can be done in different ways-it may be vertical communication or horizontal communication. The different forms of formal communication network have been shown in the following diagram:

**(1) Chain Communication:**

Chain communication refers to the communication between a superior and a subordinate. All the

people in an organisation from top to bottom are linked with the help of a scalar chain as has been shown in diagram (1). A is placed at the highest rank, B is a subordinate of A, C is the subordinate of B, D is the subordinate of C and E is the subordinate of D.

(2) Wheel Communication:

In this form of communication, all the subordinates of a superior talk to one another through his medium. The superior works as a hub of a wheel. In the diagram (2), A is the superior and B, C, D and E are the subordinates. All the four subordinates communicate through the medium of A.

(3) Circular Communication:

This communication takes place among the members of a group. Every member of a group can communicate with the nearest two members. In the diagram (3), A can have communication with B and E. Similarly, B can have communication with A and C. The same applies to all the members of the group. In this case the communication moves at a slow speed.

(4) Free Flow Communication:

This form of communication also takes place among the different members of the group. Its special feature is that every member of the group can talk to all the other people in the group.

This has been clarified in diagram (4). A can talk directly to B, C, D, E. In the same way B can talk directly to A, C, D, and E. The same applies to all the members of the group. In this case, the communication moves at a rapid pace.

(5) Inverted 'V' Communication:

In this form of communication, a subordinate is permitted to communicate with the boss of his boss. In this form of communication the messages move at a rapid speed, in the diagram (5), C and D are the subordinate of B who, in turn, is a subordinate of A. Here C and D can talk directly to A who happens to be the boss of B.

## INFORMAL COMMUNICATION

It refers to interchange of information unofficially. This communication is based on informal relations (like friendship, membership of the same club, the same place of birth, etc.) and, therefore, is free from all the organizational formalities.

The exchange of informal messages usually takes place on the occasion of community meals, social occasions, parties, etc. On such occasions, the superiors gather such information from their subordinates as may be difficult to get through formal communication. Such communication includes comments, suggestions, etc.

Under this, communication takes place through gesticulation, moving of head, smiling and by remaining quiet. For example, a superior wants to complain against his subordinate to his higher officer and at the same time he is afraid of giving it in writing. This can be conveyed to the higher officer through informal communication, say during the course of a conversation.

Informal communication is also called grapevine communication because there is no definite channel of communication. Under it some information passes through many individuals and covers a long distance making its origin obscure. This is exactly like a grapevine where it is difficult to find the beginning and the end.

### **CHARACTERISTICS**

**Informal or grapevine communication has the following characteristics:**

**(1) Formation through Social Relations:**

This communication is born out of social relations who mean that it is beyond the restrictions of the organisation. No superior-subordinate relationship figures therein. A more sociable superior can gather much information through this channel.

**(2) Two types of Information:**

Through this communication, information about the work and the individual can be collected.

**(3) Uncertain Path:**

Since it is beyond the restrictions of the organisation, it follows no definite channel. Like a grapevine, it moves in a zigzag manner.

**(4) Possibility of Rumour and Distortion:**

Responsibility for the true or false nature of communication does not lie on any individual and, therefore, not much attention is paid to its meaning while communicating. Consequently, the rumours keep floating.

**(5) Quick Relay:**

Informal communication makes news spread like wildfire. Not only this, people start adding something of their own which sometimes changes the real meaning of the communication.

### **ADVANTAGES**

The informal channel of communication has the following advantages:

**(1) Fast and Effective Communication:**

Under this communication, the messages move fast and their effect is equally great on the people.

**(2) Free Environment:**

Informal communication is done in a free environment. Free environment means that there is no pressure of any office-big or small. The reactions of the employees can easily be collected.

**(3) Better Human Relations:**

Informal communication saves the employees from tension. Freedom from tension helps the establishment of better human relations. This also affects the formal communication.

**(4) Easy Solution of the Difficult Problems:**

There are many problems which cannot be solved with the help of formal communication. There is more freedom in informal communication which helps the solution of difficult problems.

**(5) Satisfying the Social Needs of the Workers:**

Everybody wants good relations with the high officers at the place of his work. Such relations give satisfaction to the employees and they feel proud. But this can be possible only with the help of the informal communication.

## **LIMITATIONS**

The defects or limitations of the informal communication are as under:

**(1) Unsystematic Communication:**

This communication is absolutely unsystematic and it is not necessary that information reaches the person concerned.

**(2) Unreliable Information:**

Most of the information received through this communication is undependable and no important decision can be taken on its basis.

### **Difference between Formal and Informal Communication**

- 1. Formal communication** is communication that takes place through the formal official channels. Whereas informal communication is communication that takes place by passing the formal channels
- 2. Formal Communication** is not flexible but Informal communication is flexible.
- 3. Formal communication** is totally controlled by the management. On other hand informal communication cannot be controlled by the management.

4. **Informal communication** has documentary evidence. Informal communication has no documentary evidence.
5. In **Formal communication** official discipline is strictly maintained, but in informal communication Official decorum and discipline are not followed.
6. In case of **formal communication** secrecy can be maintained. Here in informal communication maintaining secrecy is very difficult.
7. **Formal communication** is time consuming. But in case of informal communication Less time is taken for transmitting information.
8. **Formal communication** is expensive where as informal communication is less expensive than formal communication.
9. In case of formal communication, there is almost no chance of misunderstanding. In informal communication due to lack of control misunderstanding can takes place.
10. In formal communication official discipline is maintained chance of mistakes is very low. On the other hand, in case of informal communication strict rules are not followed, there for possibility of mistakes is very high.

## **BUSINESS WRITING PRINCIPLES OR SEVEN C'S IN BUSINESS COMMUNICATION**

### **1. Correctness:**

Normally it is assumed that correctness only refers to spelling, punctuation and grammar etc. but business Communication is something more than that. Following guideline should be considered for achieving correctness.

- Use the correct level of language
- Include only accurate facts and figures.
- Maintain acceptable writing mechanics.

#### **(a) Use the Correct Level of Language:**

There are usually three levels of language that is formal, informal and sub-standard. Informal level of language is the language of business letters, memos and reports. Formal language is used for writing research papers and legal documents etc. Sub-standard level of language is not used in any type of communication because it either refers to the street language or unacceptable language.

**(b) Include Only Accurate Facts and Figures:**

The writer of a business message should specifically be careful when he is quoting any fact or figure. The situation is more critical when the reader relies on the accuracy of facts and figures. An incorrect figure may lead even to the loss of customer, because customer might feel that he is not dealing with business like people. For example if a bank manager provides a wrong balance figure to his account holder, the result might be disastrous for the bank.

**(c) Maintain Acceptable Writing Mechanics:**

Writing mechanics include a number of considerations. For instance, use of grammar rules, Sentences structure, composition, punctuation, spelling and all other considerations.

**2. Conciseness:**

With the advent of information revolution, business messages are getting short day by day. This is because of huge inflow and outflow of messages on daily basis. Therefore, conciseness is a prime requirement. Following points should be considered for achieving conciseness. Omitting trite expressions. Avoid unnecessary repetition. Include relevant facts.

**(a) Omitting Trite Expressions:**

Trite expressions are also called clichés or stereo typed expressions. They are usually longer, formal and relatively meaningless because of over use.

**Example:**

**Trite:** In accordance with your request of recent date, we are enclosing herewith our cashier's cheque in the amount of Rs 20,000, representing a withdrawal of said saving A/c. No. 3595.

**Improved:** According to your request of April 25, cheque of Rs. 20,000 is enclosed.

**(b) Avoid Unnecessary Repetition:**

Skilful business writers avoid unnecessary repetition by rewording their message and trying to reduce it by almost 50%. In other words first draft of the message is never final and it always requires a second reworded reduced draft before dispatched to the receiver.

**Example:**

**Wordy:** I have your letter of October 14 and wish to say that we will be glad to give you a refund for shirt you purchased here last week.

**Improved:** You can avail refund for the shirt you purchased last week.

**(c) Include Relevant Facts:** Relevant facts refer to those necessary facts which should be present and should never be compromised for achieving conciseness.

### **3. Clarity:**

Clarity refers to a clear understanding of the message by the receiver. In other words the receiver should not face any problem in getting the meaning of the message. The clarity could be achieved by the following techniques.

Choose words that are short, familiar and conversational. Construct effective sentences and paragraphs. Achieve appropriate readability. Include examples, illustrations etc.

#### **(a) Choose Words that are Short, Familiar and Conversational:**

The vocabulary of English language is so rich that a number of words are possible for a single occasion. In today's business English, analysts suggest that it's better to use such words in business writing, which are normally used in day to day conversation. Therefore, it is always better to avoid difficult and high sounding words.

#### **Example:**

The bank statement shows an Overdraft of Rs. 10,000. The bank statement shows an excess withdrawal of Rs. 10,000.

#### **(b) Construct Effective Sentences and Paragraphs:**

The number of paragraphs for a business message should not exceed more than 3-4 paragraphs.

Within one paragraph, number of sentences should not exceed more than 3-4 sentences and within one sentence, number of words should not exceed more than 12-15 words.

#### **(c) Include Examples, Illustrations etc.:**

Examples and illustrations work as supplementary tools for the writer. Examples help the reader to understand meaning of the message.

### **4. Completeness:**

It is not necessary that all seven C's could be applied to all types of business messages. The 'C' of completeness should be kept in mind especially giving replies to inquiries and writing adjustment letter. Following points are considered for the 'C' of completeness.

- Answer all questions asked.
- Give something extra when desirable.
- Check for five W's.

**(a) Answer all Questions Asked:**

If in the product related inquiry the prospective customer has asked four questions, it is much necessary to answer all the four questions. Even if a single question is missed and not answered, the inquirer is having all the reasons to believe that the person giving reply is a careless person or he is not interested in answering the questions or there is something wrong which he is willing to hide.

**(b) Give Something Extra When Desirable:**

Normally a good marketing technique applied by managers is to offer something extra apart from original questions asked. This something extra may be the point of sale for the producer because customer would like to buy from such a manufacturer who is offering something extra, which others are not offering.

**(c) Check for 5 W's:**

Five W's to Who, What, When, Where and Why. For example to order merchandise, we should make clear **What** we want, **When** we need it, **Where** it is to be sent, **How** the payment will be needed.

**5. Concreteness:**

Concreteness adds conviction to the message. It is easy for the reader to believe on concrete messages. Concreteness also increases credibility of the sender of message. Following points should be considered for achieving concreteness.

- Use specific facts and figures.
- Put action in the verb.
- Choose vivid image building words.

**(a) Use Specific Facts and Figures:**

Use of fact and figures play a vital role especially when describing a product or service.

**Example:**

**General:** These brakes stop car within short distance.

**Specific:** The hydraulic pressure brakes stop a car with a distance of two feet as soon as they are applied.

**(b) Put Action in the Verb:** The basic function of the verb is to describe action of a noun or pronoun. Therefore, care should be taken that the action should always be represented by verb and an action is found in a noun, it should be converted into verb.



**Example:**

**Noun:** They held meeting in the office.

**Verb:** They met in the office.

**(c) Choose Vivid Image Building Words:**

Vivid image building words are generally used for creating an impression upon the reader, so that the reader should start building an image of the product or service in his mind. Such words are used in sales and sales promotion letters.

**Example:** This is a very good computer.

The P-IV 800 MHz, 20GB HD, 64MB RAM, 500 MB CACHE, Intel genuine processor, in ATX casing is a computer of new millennium.

**6. Consideration:**

Consideration refers to giving importance to the other person whether he is a reader audience, spectator or listener. For achieving consideration following points are considered.

- You attitude
- Show readers interest
- Apply integrity in the message
- Emphasize the positive

**(a) You Attitude:**

You attitude means writing a business message from the point of view of the customer or at least showing that the customer is very important.

**Example:**

**I - Attitude:** We allow 5% discount on Cash Payment.

**You - Attitude:** You can enjoy 5% discount on Cash Payment.

**(b) Show Readers Interest:**

People are basically selfish in their nature. They are only interested in themselves and they always look for some material benefit. Therefore business messages should always be drafted in such a manner to offer something to the customer, which is of interest for him. Mind it customers are not interested in the producer or service provider. Their focus of concentration is their own self. A customer will be a loyal customer, if he is obtaining some benefit on a regular basis.

**(c) Apply Integrity in the Message:**

Integrity refers to character in the business message. This would come by being honest and truthful with the customer. Never make such a promise, which can be fulfilled never give false hopes to the customer and also never bluff the customer.

**(d) Emphasize the Positive:** Most of the statements even in business messages could be written from angles. One is the positive angle and the other is the negative one. It is always better to highlight positively rather than negatively.

**Example:**

**Negative:** We do not refund if the refund item is soiled and unsalable.

**Positive:** We do refund if the returned item is clean and saleable.

**7. Courtesy:**

Surviving in today's business world requires courtesy on the part of producer or seller. A discourteous producer or service provider cannot succeed in the buyer's market. That is why famous slogan of 'Customer is always right' invented. To achieve courtesy following points should be considered.

- Be tactful.
- Omit expressions that can irritate.
- Answer/mail promptly.
- Grant and apologize.

**(a) Be Tactful:**

Tact means handling customer with a right technique. Otherwise, if customers are not handled properly, business may suffer.

**Example:**

**Tactless:** Your letter is not complete I cannot understand it.

**Tactful:** If I understand your letter correctly, you want to say that.....

**(b) Omit Expressions that Can Irritate:**

Irritating expressions are disliked by all and customers are not any exception.

**Example:**

You have failed

You have no choice

You neglect

**(c) Answer / Mail Promptly:**

It is a matter of business courtesy that all mails should be answered promptly. A late reply may give an impression that the manufacturer is not interested in the customer.

**(d) Grand and Apologize:**

It is always advisable to give some favour to the customer if he asked for it, and if some mistake is committed, it is better to apologize.

## **ELECTRONIC COMMUNICATION CHANNELS**

Electronic channels range from the electronic mail (email) to television and from the telephone to videoconferencing. When Samuel Morse invented the telegraph in 1835, no one imagined that electronic communication systems would have such a pervasive impact on the way people send and receive information. In general, electronic channels serve as transducers for written and oral communication. A fax machine, for example, converts text and graphic information into electronic signals to transmit them to another fax machine, where they are converted back into text and graphic images. Likewise, television converts oral and visual images into electronic signals for sending and then back into oral and visual images at the receiver's end.

Communication using electronic media known as electronic communication. Such communication allows transmission of message or information using computer systems, fax machine, e-mail, tele or video conferencing and satellite network. People can easily share conversation, picture, image, sound, graphics, maps, interactive software and thousands of things for the development of electronic communication. Due to electronic technology, jobs, working locations and cultures are changing and therefore people can easily access to worldwide communication without any physical movement.

L.C. Bovee and Others said, **“Electronic communication is the transmission of information using advanced techniques such as computer moderns, facsimile machines, voice mail, electronic mail, teleconferencing, video cassettes, and private television networks.”**

Electronic channels usually have the same basic characteristics as the other channels, but electronic media exert their own influence. The most obvious of these are speed and reach. Electronic channels cover more distance more quickly than is possible with traditional means of

conveying information. The speed and reach of electronic channels create new expectations for both sender and receiver, and while the fundamental characteristics of oral and written communication remain, the perceptions of electronic messages are different from those of their traditional equivalents.

The advent of electronic communication channels created an awareness of whether communication was synchronous or asynchronous. Synchronous communication requires both the sender and the receiver to be available at the same time. Face-to-face meetings, telephone conversations, “live” radio and television (most talk shows, sporting events, and anything else not pre-recorded), videoconferencing, and electronic “chat rooms” are all examples of synchronous communication.

Letters and other printed documents, electronic mail, electronic conferences, voice mail, and prerecorded video are all examples of asynchronous communication.

The advantages of synchronous communication are based on the immediacy of feedback. Because both sender and receiver are present at the same time (even if their locations are different), the receiver usually has the opportunity to comment on a message while it is being sent. The exceptions are, of course, with one-way media, such as radio and TV. The principal disadvantage of synchronous communication is the need to have sender and receiver present at the same time. A meeting or phone call may be convenient for one person but not for another. This is especially true when the people involved are from different time zones.

The advantages of asynchronous communication are that messages can be sent and received when convenient for sender and receiver. Also, because asynchronous communication requires a methodology for storing and forwarding messages, it automatically provides a relatively permanent record of the communication. The principal disadvantage of asynchronous communication is that feedback is delayed and may be difficult to obtain.

### **1. Telephone**

The telephone was the first electronic channel to gain wide acceptance for business use. Telephones are everywhere—at least in the industrialized world. The telephone offers many advantages. It is often the fastest, most convenient means of communicating with someone. The telephone is also economical in comparison with the cost of writing and sending a letter or the travel involved in face-to-face meetings. Although standard telephone equipment limits sender

and receiver to exchanging vocal information, tone of voice, rate of speech, and other vocal qualities help sender and receiver understand each other's messages.

Modern telephone services expand the utility of the telephone through answering machines and voice mail, telephone conferencing, portable phones, pagers, and other devices designed to extend the speed and reach of the telephone as a communication device.

The telephone does have disadvantages. The most common complaint about the telephone is telephone tag. It means that while we try to call a person over telephone, that other person is not available to attend that call. Telephone tag is time consuming, expensive, and—if it goes on long enough—irritating.

Telephones can also be intrusive. Senders place calls when it is convenient for them to do so, but the time may not be especially convenient for the receiver. This is especially true when the person placing the call and the one receiving it are in different time zones, perhaps even on different continents. Another disadvantage of the telephone is that they are so common that people assume that everyone is skilled in their use, when this is actually far from the case. Most people have had little or no training in effective telephone skills and are poorly prepared to discuss issues or leave effective voice mail messages when the person with whom they wish to speak is not available.

## **2. Radio**

Although its business uses are limited, radio is an effective means of broadcasting information to many people at once. For this reason, radio is a form of mass communication. The mass media also include newspapers, popular magazines, and television. Radio and other forms of mass communication do not allow for convenient, prompt feedback. Receivers who wish to provide feedback on a particular message typically need to use some other communication channel—telephone, email, or letter—to respond to a sender. The most common business use of radio is for advertising, primarily at the local level.

The advantages of radio are that it is a relatively inexpensive medium for both sender and receiver, and vocal qualities can be used to help clarify the meaning of messages. Radio messages may be pre-recorded for a later broadcast, and receivers may record messages to listen to them at a more convenient time or for repeated play. The disadvantages are the absence of a convenient means of feedback and the use of radio to provide background entertainment, which

leads receivers to pay less attention to information delivered by radio than to that delivered by other means.

### **3. Television**

Television, another of the mass media, is also an effective means of broadcasting information to many people at once. In addition to using commercial television for advertising, business has been making increasing use of TV for education and training programs and videoconferencing. Because it combines auditory and visual images, TV provides a fairly effective substitute for face-to-face communication when time, distance, or cost of travel would make face-to-face communication difficult.

The advantages of television—video—are that it combines both audio and visual information in a way that approximates face-to-face communication. Receivers can see facial expressions and other nonverbal signals as well as hear tone of voice, rate of speech, and other paralinguistic elements that contribute to the interpretation of the verbal message. Messages may be pre-recorded and checked to ensure that they communicate the intended message before delivery at a later time. They can also be recorded by the receivers for viewing at a convenient time or viewing repeatedly to ensure that the message has been understood.

The principal disadvantage of television is that it is expensive, especially when it is done well. Videoconferencing rooms, which serve to send and receive video images of meetings, are sufficiently expensive that typically only large organizations have them. Organizations that have installed videoconferencing rooms use them to avoid the costs of travel. In recent years, the cost of such equipment has been coming down, and inexpensive desktop-to-desktop video designed for use with computers connected to the Internet have become available.

Recording and broadcasting equipment are expensive. Recording, duplicating, and distributing videotapes (or DVD disks) is also expensive, so the message needs to be important to the organization and to those whom it wishes to reach. Training videos, for example, are produced to show members of an organization how to perform a specific task. Once produced, they can be shown to hundreds and perhaps thousands of people, which keeps the “cost per view” at an acceptable level.

Television is also difficult to do well. Broadcast quality video requires good cameras, trained operators, and usually a trained producer. Those who will be on camera require sufficient training to be comfortable speaking to the camera lens, which has been called “the eye that never blinks.”

#### **4. Electronic Mail**

Email has recently become the most common form of business communication, substituting for letters, memos, and many telephone calls. It is quick, convenient, and—once the appropriate hardware and software are installed—inexpensive. Most organizations in the industrialized world now have email and access to the Internet, a world-wide network connecting most of the world’s major computer networks. Although email permits most of the advantages of other forms of written communication, email users tend to prepare email messages quickly and with less attention to detail, including grammatical and mechanical correctness, than they do when preparing paper documents.

The advantages of email are that it is both quick and convenient. It can be printed, saved electronically, or forwarded to multiple recipients. Email lists—whether maintained by an individual or by special software designed for the purpose (such as listserv, listproc, and majordomo)—simplify the process of exchanging information with groups of people who share common interests.

The disadvantages of email are that because speed often seems more important than correctness, email messages often contain egregious errors in spelling, grammar, mechanics and content. Messages containing such errors may be saved or forwarded and/or printed, duplicated, and sent to a number of people. If such a message were sent to a large mailing list, hundreds or perhaps thousands of people would see it and form an opinion about the person who sent it.

#### **5. Electronic Conferencing**

Although mailing lists enable large numbers of people to participate in discussions about issues of common interest, they are not well-suited to organizing that information in a logical way. Messages are sent and received in chronological order rather than by topic. Also, even though mailing lists store or archive messages, retrieving information about a particular topic from the archives may not be easy. Electronic conferences eliminate those problems by categorizing

subjects by topics or threads. Access to such conferences can also be easily restricted to qualified individuals, making them useful for discussions of proprietary matters.

Individuals who belong to an electronic discussion group can read about and respond to the subjects of most interest to them and skip those in which they have no interest. Someone who joins an existing electronic conference can review everything that has been said about a particular subject without reading the comments about irrelevant subjects.

The principal advantages of electronic conferences are that the information is categorized by topic and the channel is asynchronous, allowing sender and receiver to access the information when convenient.

The principal disadvantages of electronic conferences are that they require deliberate access. Whereas messages from an email list arrive in a person's mailbox automatically, he or she must deliberately access an electronic conference to see what new topics or responses have been added since his or her last access. If the person forgets to access the conference regularly, he or she might miss an important message. Also, those posting responses to items on the conference may not stick to the subject of the item. Such deviation from the topic is usually called drift, and if the amount of drift on a conference is significant, the usefulness of the conference is diminished.

## **6. Web-based Communication**

Since its inception in 1992, the portion of the Internet known as the World Wide Web—or more simply as the Web—has grown at virtually an exponential rate. Most organizations of any size and thousands of individuals have Web sites, which consist of one or more pages of information. One of the reasons that the Web has grown at such a phenomenal rate is that it provides many of the advantages of the other communication channels with very few of their disadvantages.

Information presented on the Web can include text, graphics, sound, and video. It can be prepared quickly or carefully, depending on the purpose of and audience for the message. It can also allow for immediate feedback by providing email addresses or special forms for feedback on specific topics. Web sites can be designed for access by anyone with an Internet connection or for a limited audience on an organization-specific Intranet.

Materials for the Web use a special computer programming language known as Hypertext Markup Language, or HTML, for formatting text and graphics for online readability. The inclusion of feedback forms and other types of interactivity requires additional software. While programs, such as Microsoft's FrontPage and Netscape's Composer, can help individuals prepare



acceptable Web pages, effective Web site design and management usually requires special training.

The advantages of the Web as a communication channel is that Web pages can communicate quickly using text, graphics (including animated graphics), sound, and video with anyone with an Internet account and allow for immediate feedback. Web page authors have considerable control over the appearance of their material using HTML and other programming languages.

The principal disadvantage of using the Web to communicate is that the receiver must want the information badly enough to look for it. Most communication channels allow the sender to initiate the process, perhaps even at times inconvenient for the receiver. To communicate on the Web, however, the sender places the information on a Web site and then must wait for the appropriate receivers to access it. Another disadvantage is that the sender forfeits some control over the appearance of a Web-based document. Receivers have the option of choosing not only when they access the information but the appearance of the document as well. Receivers can, for example, choose to view or print the document using a typeface and/or type size different from the one selected by the author.

An additional disadvantage of Web-based communication is that the same information will display differently depending on the computer platform, the size of the monitor, and the Web browser being used. For this reason, Web designers need to test materials on common computer systems and with different Web browsers.

Communication using electronic media known as electronic communication. Such communication allows transmission of message or information using computer systems, fax machine, e-mail, tele or video conferencing and satellite network. People can easily share conversation, picture, image, sound, graphics, maps, interactive software and thousands of things for the development of electronic communication. Due to electronic technology, jobs, working locations and cultures are changing and therefore people can easily access to worldwide communication without any physical movement.

L.C. Bovee and Others said, "Electronic communication is the transmission of information using advanced techniques such as computer moderns, facsimile machines, voice mail, electronic mail, teleconferencing, video cassettes, and private television networks."

### **ADVANTAGES OF ELECTRONIC COMMUNICATION**

The following points highlight on the advantages of electronic communication:

- 1. Speedy transmission:** It requires only few seconds to communicate through electronic media because it supports quick transmission.
- 2. Wide coverage:** World has become a global village and communication around the globe requires a second only.
- 3. Low cost:** Electronic communication saves time and money. For example Text sms is cheaper than traditional letter.
- 4. Exchange of feedback:** Electronic communication allows instant exchange of feedback. So communication becomes perfect using electronic media.
- 5. Managing global operation:** Due to advancement of electronic media, business managers can easily control operation across the globe. Video or tele- conferencing e-mail and mobile communication are helping managers in this regard.

### DISADVANTAGES OF ELECTRONIC COMMUNICATION

Electronic communication is not free from the below limitations:

- 1. Volume of data:** The volume of tele-communication information is increasing in such a fast rate that business people are unable to absorb it within relevant time limit.
- 2. Cost of development:** Electronic communication requires huge investment for infrastructural development. Frequent change in technology also demands for further investment.
- 3. Legal status:** Data or information, if faxed, may be distorted and will cause zero value in the eye of law.
- 4. Undelivered data:** Data may not be retrieved due to system error or fault with the technology. Hence required service will be delayed.
- 5. Dependency:** Technology is changing everyday and therefore poor countries face problem as they cannot afford new or advanced technology. Therefore poor countries need to be dependent towards developed countries for sharing global network.

**BUSINESS COMMUNICATION -17AEC101**

**UNIT - I**

**POSSIBLE QUESTIONS**

**PART – B**

1. Define Communication
2. Write a short note internal communication?
3. Mention the main objectives of downward communication?
4. List out the main steps in communication cycle?
5. Write a short note on written communication?
6. Give the main objectives of upward communication?
7. Brief the importance of communication?
8. List out any two types of barriers?
9. Write a short note physical barrier?
10. Bring out the features of grapevine communication?

**\*CIA- 3 X 2 = 6 (ANSWER ALL THE QUESTIONS)**

**\*\*ESE – 5 X 2 = 10 (ANSWER ALL THE QUESTIONS)**

**PART – C**

1. Define communication and explain the importance of business communication?
2. Elucidate the physical and semantic barriers for effective communication?
3. Elaborate the various types of media in business communication?
4. Explain the socio psychological barriers in communication?
5. Elucidate the different types of communication with suitable examples?
6. Explain the various barriers of effective business communication?
7. Describe the different forms of communication?
8. Explain the upward and downward communication in business with suitable examples?

**\*CIA- 3 X 8 = 24 (EITHER OR TYPE)**

**\*\*ESE – 5 X6 = 30 (EITHER OR TYPE)**

**KARPAGAM ACADEMY OF HIGHER EDUCATION****DEPARTMENT OF MANAGEMENT****FIRST SEMESTER - I BBA (BATCH: 2017-2020)****BUSINESS COMMUNICATION -17AEC101****UNIT – II**

Business Correspondence: Letter Writing, presentation, Inviting quotations, Sending quotations, Placing orders, Inviting tenders, Sales letters, claim & adjustment letters and social correspondence, Memorandum, Inter -office Memo, Notices, Agenda, Minutes.

**INTRODUCTION****BUSINESS CORRESPONDENCE**

Communication through exchange of letters is known as correspondence. We communicate our feelings, thoughts etc. to our friends and relatives through letters that may be called personal correspondence. A Businessman also writes and receives letters in his day to-day transactions, which may be called business correspondence. Business correspondence or business letter is a written communication between two parties. Businessmen may write letters to supplier of goods and also receive letters Business Studies 156 from the suppliers. Customers may write letters to businessmen seeking information about availability of goods, price, quality, sample etc. or place order for purchase of goods. Thus, business letters may be defined as a media or means through which views are expressed and ideas or information is communicated in writing in the process of business activities

**DEFINITION**

“Business correspondence means the exchange of information in a written format for the process of business activities. Business correspondence can take place between organizations, within organizations or between the customers and the organization. The correspondence is generally of widely accepted formats that are followed universally”.

**NEED FOR WRITTEN COMMUNICATION**

1. Maintaining a proper relationship.
2. Serves as evidence.
3. Create and maintain goodwill.
4. Inexpensive and convenient.
5. Formal communication.
6. Independent of interpersonal skills

### **IMPORTANCE OF BUSINESS CORRESPONDENCE**

Now-a-days business operations are not restricted to any locality, state or nation. Today production takes place in one area but consumption takes place everywhere. Since the businessmen as well as customers live in far off places they don't have sufficient time to contact each other personally. Thus, there arises the need for writing letters. In the past the situation was not so. Business letters were not essential in olden days. But now the importance of letters has increased because of vast expansion of business, increase in demand as well as supply of goods. Let us learn about the importance of business letters.

#### **i) Help in maintaining proper relationship**

Now-a-days business activities are not confined to any one area or locality. The businessmen as well as customers are scattered throughout the country. Thus, there is a need to maintain proper relationship among them by using appropriate means of communication. Here business letters play an important role. The customers can write letters to the businessman seeking information about products and businessmen also supply various information to customers. This helps them to carry on business on national and international basis.

#### **ii) Inexpensive and convenient mode**

Though there are other modes of communication like telephone, telex, fax, etc. but business information can be provided and obtained economically and conveniently through letters.

**iii) Create and maintain goodwill**

Sometimes business letters are written to create and enhance goodwill. Businessmen at times send letters to enquire about complaints and suggestions of their customers. They also send letters to inform the customers about the availability of a new product, clearance sale etc. All this results in cordial relations with the customers, which enhances the goodwill of the business.

**iv) Serves as evidence**

We cannot expect a trader to memorise all facts and figures in a conversation that normally takes place among businessmen. Through letters, he can keep a record of all facts. Thus, letters can serve as evidence in case of dispute between two parties.

**v) Help in expansion of business**

Business requires information regarding competing products, prevailing prices, promotion, market activities, etc. If the trader has to run from place to place to get information, he will end up doing nothing. It will simply result in loss of time. But through business letters, he can make all enquiries about the products and the markets. He can also receive orders from different countries and, thus enhance sales.

**ESSENTIAL QUALITIES OF A GOOD BUSINESS LETTER**

A letter should serve the purpose for which it is written. If a businessman writes a letter to the supplier for purchase of goods, the letter should contain all the relevant information relating to the product, mode of payment, packaging, transportation of goods, etc. clearly and specifically. Otherwise, there will be confusion that may cause delay in getting the goods. Again the quality of paper used in the letter, its size, colour etc. also need special attention, because it creates a positive impression in the mind of the receiver. We may classify the qualities of a good business letter as: a. Inner Qualities; and b. Outer Qualities

#### **a) Inner Qualities**

The inner qualities of a good business letter refer to the quality of language, its presentation, etc. These facilitate quick processing of the request and that leads to prompt action. Let us discuss the various inner qualities of a good business letter.

**(i) Simplicity** - Simple and easy language should be used for writing business letters. Difficult words should be strictly avoided, as one cannot expect the reader to refer to the dictionary every time while reading letter.

**(ii) Clarity** - The language should be clear, so that the receiver will understand the Business Studies 158 message immediately, easily and correctly. Ambiguous language creates confusion. The letter will serve the purpose if the receiver understands it in the same manner in which it is intended by the sender.

**(iii) Accuracy** - The statements written in the letter should be accurate to, the best of the sender's knowledge. Accuracy demands that there are no errors in the usage of language - in grammar, spellings, punctuations etc. An accurate letter is always appreciated.

**(iv) Completeness** - A complete letter is one that provides all necessary information to the users. For example, while sending an order we should mention the desirable features



of the goods, i.e., their quality, shape, colour, design, quantity, date of delivery, mode of transportation, etc.

**(v) Relevance** - The letter should contain only essential information. Irrelevant information should not be mentioned while sending any business correspondence.

**(vi) Courtesy** - Courtesy wins the heart of the reader. In business letters, courtesy can be shown/expressed by using words like please, thank you, etc.

**(vii) Neatness** - A neat letter is always impressive. A letter either handwritten or typed, should be neat and attractive in appearance. Overwriting and cuttings should be avoided.

#### **b) Outer Qualities**

The outer qualities of a good business letter refers to the appearance of the letter. It includes the quality of paper used, colour of the paper, size of the paper etc. Good quality paper gives a favourable impression in the mind of the reader. It also helps in documenting the letters properly. Let us discuss the various outer qualities of a good business letter.

**(i) Quality of paper** - The paper used should be in accordance with the economic status of the firm. Now-a-days the cost of the paper is very high. Therefore, good paper should be used for original copy and ordinary paper may be used for duplicate copy.

**(ii) Colour of the Paper** - It is better to use different colours for different types of letters, so that the receiver will identify the letters quickly and prompt action can be taken.

**(iii) Size of the paper** - Standard size paper (A4) should be used while writing business letters. The size of the paper should be in accordance with the envelopes available in the market.

**(iv) Folding of letter-** The letter should be folded properly and uniformly. Care should be taken to give minimum folds to the letter so that it will fit the size of the envelope. If

window envelope is used then folding should be done in such a way that the address of the receiver is clearly visible through the transparent part of the envelope.

**(v) Envelope** - The size and quality of the envelope also need special attention. The size of the letter should fit the size of the letters. The business firms use different types of envelopes i.e., ordinary envelope, window envelope, laminated envelope Business Correspondence 159 etc. In window envelope there is no need to write the address of the receiver separately on the envelope. It is clearly visible through the transparent part on the face of the envelope, which may be called as window. In laminated envelope a thin plastic sheet or cloth is pasted on the inner side that gives extra protection to letters from being damaged during transit.

## **PARTS OF A BUSINESS LETTER**

The quality will be maintained if we give proper attention to each and every part of the letter.

The essential parts of a business letter are as follows:

1. **Heading** -The heading of a business letter usually contains the name and postal address of the business, E-mail address, Web-site address, Telephone Number, Fax Number, Trade Mark or logo of the business (if any)
2. **Date** - The date is normally written on the right hand side corner after the heading as the day, month and years. Some examples are 28th Feb., 2003 or Feb. 28, 2003.
3. **Reference**- It indicates letter number and the department from where the letter is being sent and the year. It helps in future reference. This reference number is given on the left hand corner after the heading. For example, we can write reference number as AB/FADept./2003/27.
4. **Inside address** - This includes the name and full address of the person or the firm to whom the letter is to be sent. This is written on the left hand side of the sheet below the reference number.

Letters should be addressed to the responsible head e.g., the Secretary, the Principal, the Chairman, the Manager etc. Example:

M/S Bharat Fans  
Bharat Complex  
Hyderabad Industrial Complex  
Hyderabad  
Andhra Pradesh - 500032

The Chief Manager,  
State Bank of India  
Utkal University Campus  
Bhubaneswar,  
Orissa- 751007

5. Subject - It is a statement in brief, that indicates the matter to which the letter relates. It attracts the attention of the receiver immediately and helps him to know quickly what the letter is about. For example, Subject: Your order No. C317/8 dated 12th March 2003. Subject: Enquiry about Samsung television Subject: Fire Insurance policy

6. Salutation - This is placed below the inside address. It is usually followed by a comma (,). Various forms of salutation are: Sir/Madam: For official and formal correspondence Dear Sir/Madam: For addressing an individual Dear Sirs/Dear Madam: For addressing a firm or company.

7. Body of the letter- This comes after salutation. This is the main part of the letter and it contains the actual message of the sender. It is divided into three parts. (a) Opening part - It is the introductory part of the letter. In this part, attention of the reader should be drawn to the previous correspondence, if any. For example with reference to your letter no. 326 dated. 12th March 2003, I would like to draw your attention towards the new brand of television. (b) Main part - This part usually contains the subject matter of the letter. It should be precise and written in clear words. (c) Concluding Part - It contains a statement the of sender's intentions, hopes or expectations concerning the next step to be taken. Further, the sender should always look

forward to getting a positive response. At the end, terms like Thanking you, With regards, With warm regards may be used.

8. Complimentary close - It is merely a polite way of ending a letter. It must be in accordance with the salutation. For example:

Salutation	Complementary close
i. Dear Sir/Dear Madam	Yours faithfully
ii. Dear Mr. Raj	Yours sincerely
iii. My Dear Akbar	Yours very sincerely (express very informal relations.)

9. Signature - It is written in ink, immediately below the complimentary close. As far as possible, the signature should be legible. The name of the writer should be typed immediately below the signature. The designation is given below the typed name. Where no letterhead is in use, the name of the company too could be included below the designation of the writer. For example:

Yours faithfully

For M/S Acron Electricals

(Signature)

SUNIL KUMAR

Partner

10. Enclosures - This is required when some documents like cheque, draft, bills, receipts, lists, invoices etc. are attached with the letter. These enclosures are listed one by one in serial numbers. For example :

Encl : (i) The list of goods received

(ii) A cheque for Rs. One Thousand dtt. Feb. 27,2003 (Cheque No.....) towards payment for goods supplied.

11. Copy circulation - This is required when copies of the letter are also sent to persons apart of the addressee. It is denoted as C.C. For example,

C.C. i. The Chairman, Electric Supply Corporation

ii. The Director, Electric Supply Corporation iii. The Secretary, Electric Supply Corporation

12. Post script - This is required when the writer wants to add something, which is not included in the body of the letter. It is expressed as P.S. For example,

P.S. - In our offer, we provide two years warranty.

**Format of a Business Letter**

Tel.	Name of the firm	E-mail:	
Fax.	Postal Address	Website:	
Ref.			Dated:
To			
	Name and		
	address of the person to whom letter is sent		
	Subject:		
Salutation,			
Opening part	_____		
	_____		

Business Studies

---

Main part

---

Concluding part

---

Complementary close

Signature  
(name)  
DesignationEnclosures  
CC-  
PS-**TYPE OF BUSINESS LETTERS**

Business letters are written for the fulfillment of several purposes. The purpose may be to enquire about a product to know its price and quality, availability, etc. This purpose is served if you write a letter of enquiry to the supplier. After receiving your letter the supplier may send you details about the product as per your query. If satisfied, you may give order for supply of goods as per your requirement. After receiving the items, if you find that the product is defective or damaged, you may lodge a complaint. These are the few instances in which business correspondence takes place. Let us learn the details about some important business letters.

**i. Business Enquiry Letter**

Sometimes prospective buyers want to know the details of the goods which they want to buy, like quality, quantity, price, mode of delivery and payment, etc. They may also ask for a sample. The letter written to sellers with one or more of the above purposes is known as enquiry letter.

**Specimen of Business Enquiry Letter**

Tel. 23241053  
Fax: 23244155

M/s Acron Electricals  
22/c, Main Road  
Darya Ganj, New Delhi-2

E-mail: [elc@acr.vsnl.net.in](mailto:elc@acr.vsnl.net.in)  
Website: <http://www.acronelec.com> Fax.

Ref. PR/F/2002/27

Dated: July 27, 2002

M/s Bharat Fans  
Bharat Complex  
Hyderabad Industrial Estate  
Hyderabad - 500032

Subject: Enquiry about the prices of fans

Dear Sir,

We are dealing in retail trade of electrical appliances. We would be interested in selling your product, Bharat Fans through our retail showroom.

Could you, therefore, send us your quotations and let us know the terms and conditions of payment.

Thanking you,

Yours faithfully,  
For M/s Acron Electricals  
Sd/-  
(A.B.Kumar)  
Partner.

**Points to be kept in mind while writing letters of enquiry-**

- Letters of enquiry should clearly state the information required, which may be asking for a price list or a sample.
- Write specifically about the design, size, quantity, quality, etc. about the product or service in which the buyer is interested.
- The period or the date, till which information is required, may also be mentioned.

**ii. Quotation Letter**

After receiving the letter of enquiry from a prospective buyer, the sellers supply the relevant information by writing a letter that is called quotation letter. These letters are written keeping in view the information asked for like price list, mode of payment, discount to be allowed etc. Businessman should reply to the inquiries carefully and promptly.

**Specimen of Quotation Letter**

Tel. 508632-35  
Fax. 508600

M/s Bharat Fans  
Bharat Complex  
Hyderabad Industrial Estate  
Hyderabad - 500032

E-mail: [bh@fan.vsnl.net.in](mailto:bh@fan.vsnl.net.in)  
Website: <http://www.bhfan.com>

Ref.-SL/F/2002/12

Dated: August 10, 2002

M/s Aeron Electricals  
22/c, Main Road  
Darya Ganj, New Delhi-2

Subject: Your letter No. PR/F/2002/27 dated July 27, 2002

Dear Sir,

Thank you for your letter of enquiry. We would be glad to meet your requirements of selling our fan in your retail showroom.

Our quotations are given in the price list enclosed. We offer 10% discount on order above Rs. 50,000. Besides, we allow a grace period of 45 days for payment of dues to our regular customers.

We are confident that you will find our prices competitive and our terms and conditions reasonable. We look forward to meeting your requirements.

Thanking you,

Yours faithfully,  
For M/s Bharat Fans  
Sd/-  
(Des Gupta)

Encl: Price List & Terms and Conditions

Sales Manager

**iii. Order Letter**

In the previous section, we have studied about letters of enquiry and reply to enquiry i.e., quotation letter. The prospective buyer after receiving the reply to his enquiry letter may decide to place an order with that business house which offers goods at minimum price and at favourable terms and conditions. Letters written by a buyer to the seller giving the order to purchase the goods is called order letter.



**Specimen of Order Letter**

Tel. 3241053  
Fax. 3244155

M/s Acron Electricals  
22/c, Main Road  
Darya Ganj, New Delhi-2

E-mail: [elc@acr.vsnl.net.in](mailto:elc@acr.vsnl.net.in)  
Website: <http://www.acronelec.com>

Ref. PR/F/2002/32

Dated: August 22, 2002

M/s Bharat Fans  
Bharat Complex  
Hyderabad Industrial Estate  
Hyderabad - 500032

Subject: Your letter of quotation No. SL/F/2002/12 dated August 10, 2002

Dear Sir,

Many thanks for your prompt reply to our enquiry letter of July 27, 2002. As we find your prices and terms quite reasonable, we wish to place a trial order as per the list enclosed.

As pointed out in our enquiry letter, quality is important. Should the goods meet our expectations, substantial orders will follow.

Payment will be made within the time limit prescribed in your quotation letter.

Thanking You,

Yours faithfully,  
For M/s Acron Electrical  
Sd/-  
(A.B.Kumar)  
Partner

Encl: Order List

**iv. Complaint Letter**

A complaint letter is written when the purchaser does not find the goods upto his satisfaction. It is normally written by the purchaser when he receives wrong, defective or damaged goods or receives incorrect quantity of goods. It can also be written directly to the transit authority when the goods are damaged in transit. Thus, we may define a letter of complaint as the letter that

draws the attention of the supplier or any other party on account of supply of defective or damaged goods.

**Points to be considered while writing a complaint letter**

- Complaint letters should be written immediately after receiving the defective goods.
- Mistakes as well as difficulty due to mistake should be mentioned clearly
- Proposal to correct the mistakes should be made
- Suggestions on how the complaint should be dealt with, i.e., mention of compensation, replacement, discount, cancellation etc, should be made.
- Mention period in which the corrective action should be taken
- Request to be careful in future

**Specimen of Complaint Letter**

Tel. 3241053  
Fax. 3244155

M/s Acron Electricals  
22/c, Main Road  
Darya Ganj, New Delhi-2

E-mail: [elc@acr.vsnl.net.in](mailto:elc@acr.vsnl.net.in)  
Website: <http://www.acronele.com>

Ref. PR/F/2002/27

Dated: September 5, 2002

M/s Bharat Fans  
Bharat Complex  
Hyderabad Industrial Estate  
Hyderabad - 500032

Subject: Complaint regarding fans

Dear Sir,

I would like to draw your attention to the fact that some fans are found missing in the parcel, dispatched by you, which I received today. It appears that the following items were not included.

Bharat fan super quality      3 (Three)

Bharat fan standard          2 (Two)

We will appreciate if the above fans are sent to us or the amount credited to our account.

Yours faithfully  
For M/s Acron Electrical  
Sd/-  
(A.B.Kumar)  
Partner

#### **v. Recovery Letter**

The letter written by the seller for collection of money for the goods supplied to the buyer is called recovery letter. The aim of recovery letter is to collect money without annoying the customers. The letter should include information regarding the amount of arrears argument for payment, and last date for payment. The language of recovery letter should be polite, so that the customer is not offended and future transactions with him are not adversely affected.

Specimen of Recovery letter		
Tel. 508632-35 Fax. 508600	M/s Bharat Fans Bharat Complex Hyderabad Industrial Estate Hyderabad - 500032	E-mail: <a href="mailto:bh@fan.vsnl.net.in">bh@fan.vsnl.net.in</a> Website: <a href="http://www.bhfan.com">http://www.bhfan.com</a>
Ref.-SL/F/2002/12		Dated: December 10, 2002
M/s Acron Electricals 22/c, Main Road Darya Ganj, New Delhi-2		
Subject: Recovery of dues		
Dear Sir,		
<p>We believe that the payment of our bill No. 1713 dated September 2, 2002 must have escaped your attention. As the payment is due since long, we would appreciate if you send us your cheque immediately. Please let us know whether payment is being withheld for some special reasons.</p>		
Thanking you,		
<p>Yours faithfully, For M/s Bharat Fans Sd/- (Des Gupta) Sales Manager</p>		

## SALES LETTERS

The market keeps fluctuating based on many factors such as economy, inflation, etc. This fluctuation makes the market either a sellers market or a buyers market. If it is a sellers market then companies have nothing to worry, as customers will hunt for them. But if it is a buyers market, companies need to be on their toes always to beat competition.

A Sales Prospecting Letter is a tool in the hands of the seller to bring about awareness of the very existence of the company as well as its wide range of products. This letter views all customers as prospects who, at some point in time, will use or buy the products of the company prospecting them for.

## DOS AND DON'T'S OF SALES PROSPECTING LETTER

- A Sales Prospecting Letter should primarily talk about a product in the light of the customer's need

- It should give all the aspects of a product, positive as well as not so positive in the light of the other competitive products
- A Sales Prospecting Letter should in the first paragraph give an introduction to the company launching the product
- The next paragraph should talk about the range of products the company has to offer
- The following paragraph should then start talking about the one product that is being promoted
- The second last paragraph is the one that gives the salient features of the product being talked about
- The last paragraph in the letter should leave a number or email address to which the reader may be asked to write in case of any queries
- How will the product benefit the reader should be an integral part of the letter
- A Sales Prospecting Letter should not aim at demeaning the other companies offering similar products, as that is totally against the business ethics
- This letter should preferably be sent in the names of individual prospective customers rather than a generic one to give it that personal touch
- A Sales Prospecting Letter should be checked for any grammatical or punctuation errors
- Since this is the first point of contact between the prospective customer and the company, the tone of the letter should never be dictatorial

- The language of the letter should be simple to understand
- A typed Sales Prospecting Letter is always a better option than a hand-written one primarily because if the writing is not easy to read then it may put off the prospective customer
- Since this is a letter where an order may be given at the time of reading the letter itself, an order/service form with a pre-paid envelope should also be sent with the letter
- Any offers that are being given by the company should also be given in the letter
- Transparency of communication is very important. It is better to tell everything to the prospective customer than to keep them in the dark for any issues later

### **SAMPLE SALES PROSPECTING LETTER**

Dear Sir or Madam

We are proud to announce the opening of \_\_\_\_\_ (name) that is a Spa cum Gym in your neighborhood. This is the second branch of our Spa cum Gym. Our first branch is located at \_\_\_\_\_ (name of locality where they have 1<sup>st</sup> branch).

We offer both Spa and Gym facilities to our customers that may either be used as individual services or as a package service. Our rates for individual Spa service are Rs. \_\_\_\_\_ per month, for Gym they are Rs. \_\_\_\_\_ per month and for both as a package the charges are Rs. \_\_\_\_\_ per month.

Our staff is trained under \_\_\_\_\_ (brand under which they are trained) so we assure you of best services at reasonable prices.

We have attached a membership form for your comfort. Please feel free to call us at \_\_\_\_\_ (number) or send us an email at \_\_\_\_\_ and we will be glad to assist you.

We look forward to serving you to your utmost satisfaction.

Best regards,

(Name of signing authority)

### **INVITING TENDER SAMPLE**

Dear Sir/Madam, Subject: Open Call for Tenders for the supply of Systems Assistance and On-Site Support Services for the Maintenance and Publication of Databases at the European University Institute Institute

**Reference: CFT/EUI/ICTS/2015/004**

1. The European University Institute is planning to award the public contract referred to above. The tender documentation consists of this letter, the tender specifications (including the technical specifications) with its annexes and the draft contract.
2. If you are interested in this contract, you should submit a tender in Italian or English, provided you comply with the conditions for participation in tenders as set out in Article 2.4 of the EUI

President's Decision N° 44/2014 of 5 December 2014 implementing title V concerning procurement of the EUI's Financial Rules (Public Procurement Regulation).

3. You must submit your tender in one original and four paper copies, as well as a digital copy. Tenders must be placed inside two sealed envelopes, addressed as indicated below (double envelope system). The inner envelope must bear, in addition to the name of the Service to which it is addressed, as indicated in the Special Tender Specifications, the words 'Bando di gara — Non deve essere aperto dal servizio postale interno'. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across that tape. The outer envelope or parcel should be sealed with adhesive tape and signed across the seal and carry the above mentioned information and the name of the tenderer. The inner envelope must also contain four sealed envelopes, one containing the administrative documents, one the technical tender, one the financial tender, and one the supporting documents. Each of these envelopes must clearly indicate the content ("Envelope 1 – Administrative documents; "Envelope 2 – Technical Offer" "Envelope 3 – Economic Offer" and "Envelope 4 – Further documentation").

Boxes may be used instead of envelopes if the size or weight of the tender so requires. You must submit the tender:

- a) by courier service not later than 1 July 2015, to the address indicated below, in which case the evidence of the date of dispatch shall be constituted by the date of dispatch or by the date of the deposit slip
- b) or in person by the tenderer or candidate or by an agent to the premises of the Institute no later than 3.00 pm on 1 July 2015 to the address indicated below. In this case, the tenderer must obtain a proof of receipt, signed and dated by the EUI's agent in the Protocol Office who took delivery.



The EUI's Protocol Office is open from Monday to Friday during business hours between 8.30 am-1.00 pm and 2.00 pm-5.00 pm. It is closed on Saturdays, Sundays and EUI public holidays and closure days.

**Address where tenders must be submitted (by courier or in person) :**

**CALL for TENDER: for the supply of Systems Assistance and On-Site Support Services for the Maintenance and Publication of Databases at the European University Institute**

**Ref: CFT/EUI/ICTS/2015/004**

**EUROPEAN UNIVERSITY INSTITUTE**

**Protocol Office**

**Via dei Roccettini, n. 9**

**50014 San Domenico di Fiesole (FI)**

**Italia**

#### **4. Signature and legibility of tender documents**

All tenders must:

Be signed by an authorized representative of the tendered;

- Be perfectly legible so that there can be no doubt as to words/terms and figures included;
- Include the costing sheet or other model documents as indicated in the technical specifications.

#### **Joint venture or consortium**

If a tenderer is a joint venture or consortium of two or more persons, the tender must be a single one with the object of securing a single contract, each person must sign the tender and will be jointly and severally liable for the tender and any contract. Those persons must designate one of their members to act as leader with authority to bind the joint venture or consortium. The composition of the joint venture or consortium must not be altered without the prior written consent of the European University Institute in its capacity as Contracting Authority.

The tender may be signed by the representative of the joint venture or consortium only if it has been expressly so authorized in writing by the members of the joint venture or consortium, and the authorizing contract, notaries act or deed must be submitted to the Contracting Authority.

All signatures to the authorizing instrument must be certified in accordance with the national laws and regulations of each party comprising the joint venture or consortium together with the powers of attorney establishing, in writing, that the signatories to the tender are empowered to enter into commitments on behalf of the members of the joint venture or consortium.

#### **5. Period of validity of submitted tenders**

The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is six months from the date indicated in point 3, i.e. date of receipt of tenders.

#### **6. Legal obligations related to the submission of a tender**

Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the Special Tender Specifications and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. Submission of a tender is binding on the tenderer to whom the contract is awarded for the duration of the contract

#### **7. Costs**

All costs incurred during the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.

#### **8. Contacts**

Contacts between the Contracting Authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

After the opening of tenders: If, after the tenders have been opened, some clarification is required in connection with a tender, or if obvious clerical errors in the tender must be corrected, the responsible officer may contact the tenderer(s), although such contact may not lead to any alteration of the terms of the tender.

### **9. Waiver**

This invitation to tender is in no way binding on the EUI. The EUI's contractual obligation commences only upon signature of the contract with the successful tenderer.

### **10. Right of the Institute to cancel the procedure**

Up to the point of signature, the Institute may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision will be substantiated and the candidates or tenderers notified.

**11. Alteration or withdrawal of tenders** Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

### **12. Ownership of tenders**

Once the EUI has opened the tender, the document shall become the property of the EUI and shall be treated confidentially. 13. Award notice and information to tenderers You will be informed of the outcome of this procurement procedure by e-mail with delivery receipts and by publication of the name of the successful tenderer on EUI's website:

### **13. Data Protection Policy**

If processing your reply to the invitation to tender involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to the

EUI's Data Protection Policy (President's Decision No 40/2013 regarding Data Protection at the European University Institute). Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the specifications of the invitation to tender and will be processed solely for that purpose by the Director of the Service in charge, acting as Data Controller.

#### **14. Dispute settlements**

Any dispute relating to a procurement procedure under the present rules shall be submitted in good faith by either party to mediation under the International Mediation Rules of the Milan Chamber of Arbitration. The request for mediation shall be submitted in writing to the Secretariat of the Milan Chamber of Arbitration at the latest within 13 days from the notification of the results of the adjudication pursuant to Article 38 of the EUI's Public Procurement Regulation (outlined in EUI President's Decision No. 44/2014 of 5 December 2014). If for any reason the dispute remains unsettled 60 days after the request for mediation, it shall be subject to arbitration under the Rules of the Milan Chamber of Arbitration to be commenced within the following 30 days. The seat of the arbitration shall be Milan and the language of the arbitration shall be English. The award shall be final and binding. The arbitral tribunal shall apply the EUI's relevant regulatory acts, including the EUI's regulation on Public Procurement and the EUI's Financial Rules, complemented, where necessary, by the law of Italy.

#### **SOCIAL CORRESPONDENCE**

Social correspondence includes all varieties of personal writings between acquaintances. Some examples of social correspondence are personal thank you notes, invitations, letters and cards. Although social correspondence often is casual in nature, there is a proper etiquette that applies even to correspondence among friends.

Social correspondence include personal letters, notes, invitation letters, card and thank you letters.

The Social Letters which are written to relations and intimate friends should be written in an easy, conversational style. The Social letters are really of the nature of friendly chat: and, being as a rule unpremeditated and spontaneous compositions, they are informal and free-and-easy as compared with essays. Just as in friendly talks, as in friendly letters, we can touch on many subjects and in any order we like. And we can use colloquial expressions which would in formal essays be quite out of place. But this does not mean that we can be careless and slovenly in dashing off our letters. For, it is insulting to ask a friend to decipher a badly written, ill-composed and confusing scrawl.

The Social Letters which are written to relations and intimate friends should be written in an easy, conversational style. So, it must for us to take care and preserve some order in expressing our thoughts. Above all, it must be remembered that, however free-and-easy may be our style, we are as much bound by the rules of spelling, punctuation, grammar and idiom in writing a letter as we are in writing the most formal letter.

The Social Letters which are written to relations and intimate friends should be written in an easy, conversational style. Such ungrammatical expressions as “an advice, those sort of things and he met my brother and I” are not permissible both in a friendly letter and in a business letter. Mistakes in spelling, punctuation and grammar at once stamp a letter-writer as uneducated.

**Forms of address:**

In Social Letters to relations and intimate friends, use the proper form of address. The proper form of address is the name (without title) of the person to whom you are writing,

prefixed by such qualifying terms as Dear, My Dear, Dearest etc...

**For examples:**

Dear Father,

Dear Mother,

Dear Brother,

Dearest Sister,

Dear Edward, My Dear Bill,

But if you are writing to an ordinary person who is much older than you are, or of superior rank, it is respectful to use a prefix like Mr., Mrs., Ms. Etc...The Social-letters which are written to relations and intimate friends should be written in an easy, conversational style.

**For Example:**

Dear Mr. Bill,

Dear Mrs. Bill Mary,

Students who write to their teachers should use this prefix while addressing their teachers.

**AGENDA**

**HOW TO WRITE AN AGENDA**

An organized meeting needs a well-written agenda. Don't let meeting become the over-long, inefficient slog into which so many meetings seem to devolve. By sticking to a detailed, yet flexible agenda, you can keep your meeting streamlined and focused, ensuring that you meet all of your goals for your meeting in the shortest amount of time. Whether you're looking to write your own agenda, use a template, or make the most of an agenda you already have, get started with Step 1

**1. Start by giving your agenda a title.** From the most beautiful literature to the driest spreadsheet, early every important document needs a title, and meeting agendas are no exception. Your title should tell the reader two things: First, that s/he is reading an agenda, and second, what topic the meeting is covering. When you've made a decision, place your title at the top of your blank document. The title doesn't have to flowery or complicated — in a business context, simple and direct titles are usually best.

- Resist the urge to use fancy or large fonts for your title. In most situations, you'll want to use a plain, dignified font like Times New Roman or Calibri and to make your title the same size as the rest of the lettering on the document (or only slightly larger). Remember, the purpose of your title is to inform readers of what they are viewing, not necessarily to amuse or distract them.

**2. Include "who?", "where?", and "when?" information in the header.** Following the title, meeting agendas usually have a header which can vary in detail depending upon the level of formality your workplace encourages. This header is usually located about one line below the title. Generally, in the header, you'll want to include brief factual information about the meeting that doesn't have to do with the topic being discussed. This is so that people who aren't at the meeting can tell when and where it occurred and who was there. Below are some of the things you may want to include; regardless of the information you choose, be sure to clearly label each piece of information (bolding the label text works well here):

- Date and time. These can be grouped together or in their own separate sections.
- Location. If your business has multiple locations, you may want to write the address, whereas if it has just one location, you may want to name the room you're meeting in (e.g., Conference Room #3).

- Attendees. Job titles are usually optional and not required.
- Special individuals present. These may be special guests, speakers, or meeting leaders.

**3. Write a brief statement of the meeting objective(s).** Meetings that don't have a clearly-defined purpose risk wasting precious time as attendees decide what to talk about. Skip a line after your header and use bolded or underlined text to label your objective section with a title like "Objective" or "Purpose", followed by a colon or a line break. Then, in a few concise and to-the-point sentences, describe the items of discussion for the meeting. Aim to write about 1-4 sentences here.

- For instance, if you're looking to write an objective statement for a budget meeting, you might use this one: "**Objective:** Outline key budget goals for the 2014-2015 fiscal year and discuss long-term, cost-cutting measures. Additionally, R&D Director Marcus Feldman will present the results of a recent competitiveness study."

- If you've ever written in a scientific context, think of the objective statement as the meeting abstract or executive summary. You're essentially saying, in broad strokes, what you plan to be discussed at the meeting without going into detail.

**4. Write a schedule outlining the main elements of the meeting.** Schedules help combat a common flaw: business meetings often run far, far too long. Skip a line after your statement of the objective(s), give your schedule a bolded or underlined title, then begin making entries that correspond to the main topics of discussion in your schedule. For ease of reading, start each entry on its own line.

- Label each entry with either the time you plan for it to begin and end or the amount of time you plan for each entry to take. Pick one system or the other and be consistent — mixing and matching looks unprofessional.



**5. Allocate time in the schedule for any special guests.** If any guests are coming to your meeting to discuss topics of importance, you'll want to devote a chunk of the meeting time to these people. Plan on assigning each guest a single schedule entry even if s/he has more than one topic of discussion. This way, each one will be able to organize his or her topics as s/he sees fit.

- It is best to contact the guests ahead of time to figure out how much time each one will need for their discussion topic. This helps to avoid embarrassing scheduling conflicts.

**6. Leave extra time at the end of the meeting for Q&A.** During this time, people can ask for clarification about confusing topics of discussion, offer their own adjunct opinions, suggest topics for future meetings, and make other comments. You can make this Q&A time explicit by including it as the final entry in your schedule or you can simply bring it up yourself after the final element of the meeting.

- If you reach the end of your meeting and no one has any additional questions to ask or comments to make, you can always end the meeting early. Many of your attendees will likely be thankful for this!

**7. Optionally, provide an outline of the discussion topics.** Generally, the schedule is the "meat" of the meeting agenda — the part that people will look to to guide the discussion. However, while it isn't essential to go this extra mile, providing an additional outline of key points can be a big help for meeting attendees. An outline provides attendees a reminder of the organisation of the ideas presented during the meeting, helping jog everyone's memory of the specific topics mentioned. Below is a sample of the type of outline organization you might want to employ (see How to Write an Outline for more information):

- I. High-priority Budget Items
- A. Employee travel budget

B. Dealership fees

- i. Negotiating a better deal?

C. Lobbying costs

- II. Revenue-boosting Measures

- A. Alternative service deals

- i. Presenting options to customers

ii. Soliciting feedback

- B. Re-investment in mobile technology

**8. Check the agenda for errors before distributing it.** Because some attendees may end up relying heavily on the meeting agenda, it's wise proofread it for errors and completeness before giving it out. Doing so isn't just a courtesy to the attendees — it also reflects positively on your attention to detail and the respect you have for them.

- Additionally, ensuring there are no errors in your agenda can save you time and face.

## MINUTES

### Why meeting minutes are important

The term “minutes” since it’s actually a little misleading. After all, your committee or Board doesn’t want or need a record of its meeting proceedings minute by minute! But it is important to capture the essence of the meeting, including details such as: decisions made (motions made, votes, etc.)

Next steps planned identification and tracking of action items, minutes are a tangible record of the meeting for its participants and a source of information for members who were unable to attend. In some cases, meeting minutes can act as a reference point, for example: when a

meeting's outcomes impact other collaborative activities or projects within the organization, minutes can serve to notify (or remind) individuals of tasks assigned to them and/or timelines

### **ESSENTIALLY FIVE STEPS INVOLVED WITH MEETING MINUTES:**

#### **1. Pre-planning:**

- A well-planned meeting helps ensure effective meeting minutes. If the Chair and the Secretary or minutes-taker work together to ensure the agenda and meeting are well thought out, it makes minute taking much easier. For example, depending on the meeting structure and the tools you use (see Tools below), the minutes-taker could work with the Chair to create a document format that works as an agenda and minutes outline.

Meeting agenda = outline:

At the very least, it's important to get a copy of the meeting agenda and use it as a guide or outline for taking notes and preparing the minutes – with the order and numbering of items on the minutes matching those of the agenda. In addition, the agenda and/or meeting notice also provides information that will need to be included in the minutes, such as: the names of all the meeting attendees, including guests or speakers documents that are sent out with the agenda or handed out in the meeting – copies (digital or hard copy) of handouts should be stored with the meeting minutes for future reference and for sharing with those who were unable to attend the meeting (and others as determined by the meeting's Chair).

Clarifying Expectations:

When you take on a new role as minutes-taker or Secretary, be sure to ask the Chair of the committee or Board what their expectations are of your role during the meeting, as well as the type of detail he/she expects in the minutes. For example, if your Board or

committee will be dealing with motions, or voting on items/issues, be clear on whether you need to offer names of those making motions, seconding, etc. If you will be dealing with this type of procedures, you (and your Chair) may want to refer to Robert's Rules of Order

## **2. Record taking - what should be included?**

Before you start taking notes, it's important to understand the type of information you need to record at the meeting. As noted earlier, your organization may have required content and a specific format that you'll need to follow, but generally, meeting minutes usually include the following:

- Date and time of the meeting
- Names of the meeting participants and those unable to attend (e.g., "regrets")
- Acceptance or corrections/amendments to previous meeting minutes
- Decisions made about each agenda item, for example:
  1. Actions taken or agreed to be taken
  2. Next steps
  3. Voting outcomes – e.g., (if necessary, details regarding who made motions; who seconded and approved or via show of hands, etc.)
  4. Motions taken or rejected
  5. Items to be held over
  6. New business
  7. Next meeting date and time

### **TIPS THAT MIGHT HELP NOTE TAKING:**

- **Create an outline** – as discussed earlier, having an outline (or template) based on the agenda makes it easy for you to simply jot down notes, decisions, etc. under each item as you go along. If you are taking notes by hand, consider including space below each item on your outline for your hand-written notes, then print these out and use this to capture minutes.
- **Check-off attendees as they enter the room** - if you know the meeting attendees, you can check them off as they arrive, if not have folks introduce themselves at the start of the meeting or circulate an attendance list they can check-off themselves.
- **Record decisions or notes on action items** in your outline as soon as they occur to be sure they are recorded accurately
- **Ask for clarification if necessary** – for example, if the group moves on without making a decision or an obvious conclusion, ask for clarification of the decision and/or next steps involved.
- **Don't try to capture it all** – you can't keep up if you try to write down the conversation verbatim, so be sure to simply (and clearly) write (or type) just the decisions, assignments, action steps, etc.
- **Record it** – literally, if you are concerned about being able to keep up with note taking, consider recording the meeting (e.g., on your smart phone, iPad, recording device, etc.) but be sure to let participants know they are being recording. While you don't want to use the recording to create a word-for-word transcript of the meeting, the recording can come in handy if you need clarification.

### 3. The Minutes Writing Process

- Once the meeting is over, it's time to pull together your notes and write the minutes. Here are some tips that might help:
- Try to write the minutes as soon after the meeting as possible while everything is fresh in your mind.
- Review your outline and if necessary, add additional notes or clarify points raised. Also check to ensure all decisions, actions and motions are clearly noted.
- Check for sufficient detail: For Board of Director's minutes, an Association Trends article (by lawyers Jefferson C. Glassie and Dorothy Deng) suggests the following for Board minutes:
  1. include a short statement of each action taken by the board and a brief explanation of the rationale for the decision
  2. when there is extensive deliberation before passing a motion, summarize the major arguments
  3. Edit to ensure brevity and clarity, so the minutes are easy to read
  4. Be objective.
  5. Write in the same tense throughout
  6. Avoid using people's names except for motions or seconds. This is a business document, not about who said what.
  7. Avoid inflammatory or personal observations. The fewer adjectives or adverbs you use, the better.
  8. If you need to refer to other documents, attach them in an appendix or indicate where they may be found. Don't rewrite their intent or try to summarize them.

#### **4. Distributing or Sharing Meeting Minutes**

- As the official “minutes-taker” or Secretary, your role may include dissemination of the minutes. However, before you share these, be sure that the Chair has reviewed and either revised and/or approved the minutes for circulation.
- **Online sharing**
- The method of sharing or distribution will depend on the tools that you and your organization use. Since minutes and other documentation can create a pile of paper, it’s great if you can use a paperless sharing process. For example, if you are using a word processing tool (e.g., Microsoft Word) that doesn’t offer online sharing, you might want to create a PDF of the document and send this and the other attachments or meeting documentation via email. Alternately, if you are all using Google docs – for meeting invitations, agenda and additional document sharing – you can simply “share” the document with that group once it has been finalized. Committee or Board members can simply read the documents online and save a few trees!

#### **5. Filing/Storage of Meeting Minutes**

- Most committees and Boards review and either approve or amend the minutes at the beginning of the subsequent meeting. Once you’ve made any required revisions, the minutes will then need to be stored for future reference.

**BUSINESS COMMUNICATION -17AEC101****UNIT – II****POSSIBLE QUESTIONS****PART – B**

1. State the meaning of business letter?
2. List out the two types of letters?
3. Write a short note on minutes?
4. Bring out the objectives of a sales letter?
5. State the meaning for agenda?
6. List out the features of preparing an agenda?
7. Mention the importance of preparing agenda?
8. State the meaning for minutes?
9. Bring out the importance of preparing minutes in the meeting?
10. List out two importance features of minutes?

**\*CIA- 3 X 2 = 6 (ANSWER ALL THE QUESTIONS)**

**\*\*ESE – 5 X 2 = 10 (ANSWER ALL THE QUESTIONS)**



**PART – C**

1. Explain the functions of a business letter?
2. Describe the importance of agenda and minutes in a business
3. Elucidate the mechanical structure of business letters?
4. Prepare a memorandum to the senior executive seeking suggestions for reducing the operational expenses of the company
5. Describe the types of business letter with suitable example?
6. Prepare a Resume to apply for the post of accounts manager in Resmi & Co.,
7. Explain the important functions of sales letter?
8. Determine the importance of three P's in sales correspondent?

**\*CIA- 3 X 8 = 24 (EITHER OR TYPE)**

**\*\*ESE – 5 X 6 = 30 (EITHER OR TYPE)**

**KARPAGAM ACADEMY OF HIGHER EDUCATION****DEPARTMENT OF MANAGEMENT****FIRST SEMESTER - I BBA (BATCH: 2017-2020)****BUSINESS COMMUNICATION -17AEC101****UNIT – III**

Report Writing: Business reports, Types, Characteristics, Importance, Elements of structure, Process of writing, Order of writing, the final draft, and check lists for reports.

**REPORT**

Reports are documents designed to record and convey information to the reader. Reports are part of any business or organization; from credit reports to police reports, they serve to document specific information for specific audiences, goals, or functions. The type of report is often identified by its primary purpose or function, as in an accident report, a laboratory report, a sales report, or even a book report. Reports are often analytical, or involve the rational analysis of information. Sometimes they simply “report the facts” with no analysis at all, but still need to communicate the information in a clear and concise format.

Other reports summarize past events, present current data, and forecast future trends. While a report may have conclusions, propositions, or even a call to action, the demonstration of the analysis is the primary function. A sales report, for example, is not designed to make an individual sale. It is, however, supposed to report sales to date, and may forecast future sales based on previous trends. This chapter is designed to introduce you to the basics of report writing.

## REPORT WRITING

### REPORT ON BUSINESS COMMUNICATION

A report is a description of an event carried back to someone who was not present on the scene. It may be defined as an organized statement of facts related to a particular subject prepared after an investigation is made and presented to the interested persons. Report can be written or oral, but in most of the cases it is written.

According to **R. C. Sharma** and **Krishna Mohan**, “A report is a formal communication written for a specific purpose that includes a description of procedures followed for collection and analysis of data, their significance, the conclusions drawn from them and the recommendations, if required.”

### THE OBJECTIVES OF PREPARING REPORT

The prime objective of report is to provide information about any event or object or situation to the proper persons. It helps business people to take accurate and pragmatic decisions. The purposes of Report can be mentioned as below-

- To carry business information to the concerned quarters
- To analyze the data for interpretation
- To help planning by providing factual information
- To help decision making by providing necessary information and evidence
- To reduce administrative cost by eliminating searching cost for information
- To help establish effective control system through the information on employee performance
- To help reduce and resolve organizational disputes
- To help to bring effective coordination between and among the departments

- To help to bring dynamism in the organization by supplying latest information
- To find out the reason behind a problem
- To present the findings of investigation or inquiry
- To recommend specific action to solve a problem

So, we find that report serves some important purposes. In fact it aims to provide every support to business people through providing necessary factual information.

### **THE IMPORTANCE OF BUSINESS REPORTS**

A business report is a document that conveys specific information about your business to other individuals. Sometimes those other individuals are employees and sometime they are investors. The information it conveys may vary depending on audience, but the foundation of the communication centers around communication.

#### **Purpose**

- Business reports are written to communicate. Sometimes they are written as a means to attract investors to your organization. Business reports are also written for employees, to keep them abreast of a company's goals and achievements. Whichever audience the report is written for, the purpose is to communicate specific information about your business.

#### **Problem Solving**

- Many business reports are written to illustrate a specific problem within the company. These types of reports present a problem along with solutions to help correct the problems. This type of report is often directed at employees. An example problem that a business report may address for employees would be a situation in which the company may be looking to downsize. This affects employees. The business report might state the standing of the business and why it may be

forced to downsize. The report may also enlist the help of employees to find ways to avoid the downsize.

### **Financial Reporting**

- A business report might be written from a financial statement perspective. This type of business report will be aimed at advisers. To an extent, it can be used to inform employees about the financial standing of the company as well. A business report may be presented for this purpose at the end of each fiscal year.

### **Marketing Reports**

- A business report can be important when setting up marketing strategies. Before entering a new market or targeting consumers, a company may write a business report that an advertising agency can use to help devise a marketing strategy. There may also be a separate report written to help obtain financing for a media push.

### **Business Communication**

- While some smaller companies may not find themselves writing a great deal of business reports, larger companies use business reports throughout the year. A business report can be the best way a company has to communicate vital financial and background information to others.

## **THE FUNCTIONS OF BUSINESS REPORT**

Type	Function
1. Laboratory Report	Communicate the procedures and results of laboratory activities
2. Research Report	Study problems scientifically by developing hypotheses, collecting data, analyzing data, and indicating findings or conclusions
3. Field Study Report	Describe one-time events, such as trips, conferences, seminars, as well as reports from branch offices, industrial and manufacturing plants
4. Progress Report	Monitor and control production, sales, shipping, service, or related

Type	Function
	business process
5. Technical Report	Communication process and product from a technical perspective
6. Financial Report	Communication status and trends from a finance perspective
7. Case Study	Represent, analyze, and present lessons learned from a specific case or example
8. Needs Assessment Report	Assess the need for a service or product
9. Comparative Advantage Report	Discuss competing products or services with an analysis of relative advantages and disadvantages
10. Feasibility Study	Analyze problems and predict whether current solutions or alternatives will be practical, advisable, or produced the desired outcome(s)
11. Instruction Manuals	Communicate step-by-step instructions on the use of a product or service
12. Compliance Report	Document and indicate the extent to which a product or service is within established compliance parameters or standards
13. Cost-Benefit Analysis Report	Communicate costs and benefits of products or services.
14. Decision Report	Make recommendations to management and become tools to solve problems and make decisions
15. Benchmark Report	Establish criteria and evaluate alternatives by measuring against the establish benchmark criteria
16. Examination Report	Report or record data obtained from an examination of an item or conditions, including accidents and natural disasters
17. Physical Description report	Describe the physical characteristics of a machine, a device, or object
18. Literature Review	Present summaries of the information available on a given subject

## Organized Reports

Reports vary by size, format, and function. You need to be flexible and adjust to the needs of the audience while respecting customs and guidelines. Reports are typically organized around six key elements:

1. Whom the report is about and/or prepared for
2. What was done, what problems were addressed, and the results, including conclusions and/or recommendations
3. Where the subject studied occurred
4. When the subject studied occurred
5. Why the report was written (function), including under what authority, for what reason, or by whose request
6. How the subject operated, functioned, or was used

Pay attention to these essential elements when you consider your stakeholders, or those who have an interest in the report. That may include the person(s) the report is about, whom it is for, and the larger audience of the business, organization, or industry. Ask yourself who the key decision makers are who will read your report, who the experts or technicians will be, and how executives and workers may interpret your words and images.

While there is no universal format for a report, there is a common order to the information. Each element supports the main purpose or function in its own way, playing an important role in the representation and transmission of information.

## ELEMENTS OF A BUSINESS REPORT

The elements of a report vary depending on the organization or structure of the report and there are various styles of organizing a report. Normally reports are organized in three ways-

- **Letter-Text Combination Form:** Letter-text combination form is the widely adopted form for origination long report. Letter-text combination form finally takes the book form when it is presented or handed over to the authority formally. A complete report in letter-text combination form includes the following parts and sub-divisions
- **Letter Form:** If the materials of a report are short, brief and informal, they can be arranged as a form of business letter. The main parts of a letter report are heading or title, date, address, salutation, the body, complimentary close and signature. It is usually written in the first person I or We.
- **Memorandum Form:** A simple way of presenting report is a memorandum form as it maintains less formality. The date of the report is mentioned at the top. It is followed by the name of the person to whom the report is addressed, the name of the writer and the subject of the report. Next follows the actual text and the conclusion. Like the letter form, the text of the report here is also divided into paragraphs with headings and sub heading. There are more information about What is Speech Communication? Characteristics of a Good Speech.



**Ten Common Elements of a Report**

Page	Element	Function	Example
1. Cover	Title and image	Like the cover of a book, sometimes a picture, image, or logo is featured to introduce the topic to the reader.	
2. Title Fly	Title only	This page is optional.	Feasibility Study of Oil Recovery from the X Tarpit Sands Location
3. Title Page	Label, report, features title, author, affiliation, date, and sometimes for whom the report was prepared		Feasibility Study of Oil Recovery from the X Tarpit Sands Location Peak Oilman, X Energy Corporation Prepared for X
4. Table of Contents	A list of the main parts of the report and their respective page numbers		<ul style="list-style-type: none"> <li>• Abstract.....1</li> <li>• Introduction.....2</li> <li>• Background.....3</li> </ul>
5. Abstract	<ul style="list-style-type: none"> <li>• Informational abstract: highlight topic, methods, data, and results</li> <li>• Descriptive abstract: (All of the above without statements of conclusion or recommendations)</li> </ul>		This report presents the current status of the X tarpit sands, the study of oil recoverability, and the findings of the study with specific recommendations.
6. Introduction	Introduces the topic of the report		Oil sands recovery processes include ways to extract and separate the bitumen from the clay, sand, and water that make up the tarsands. This study analyzes the feasibility of extraction and separation, including a comprehensive cost/benefits analysis, with specific recommendations.

Page	Element	Function	Example
7. Body	Key elements of body include: <ul style="list-style-type: none"> <li>• Background</li> <li>• Methodology</li> <li>• Results</li> <li>• Analysis and Recommendations</li> </ul>		<ul style="list-style-type: none"> <li>• Background: History of oil extraction and separation from tarpit sands.</li> <li>• Methodology: Specific analysis of the site based on accepted research methods.</li> <li>• Results: Data from the feasibility study.</li> <li>• Analysis and Recommendations: Analysis of the data and recommendations based on that analysis.</li> </ul>
Page	Element	Function	Example
8. Conclusion	Concise presentation of findings	This portion clearly indicates the main results and their relation to recommended action or outcome.	
9. References	Bibliography or Works Cited	This part contains a list of citations.	
10. Appendix	Related supporting materials	This may include maps, analysis of soil samples, and field reports.	

## MAIN ADVANTAGES OF BUSINESS REPORTS

Report bears very much importance in the field of business, commerce and trade. For this reason, A student of business studies should know about pros and cons of report and its various aspects. Advantages of report writing also make us to understand the importance of report writing. However, Report writing provides the below advantages in our business as well as personal life:

- 1. Keep Records:** Report keeps record and provides valuable source of information. We can re-use this information for future reference.
- 2. Provide Information:** Report provides information in terms of tables, graphs, charts and illustration and therefore we can be aware of facts and figures as an update. Nowadays, information are treated as the most valuable asset.
- 3. Indicate Status:** Report indicates the current status of any project and therefore we keep on knowing what we are doing. It communicates to donors and founders for project progresses.
- 4. Facilitates Research:** It facilitates research work as it is source of quantitative and qualitative information. For example, A market report shown the market condition of a product.
- 5. Setting Actions:** Report shows comparison and analysis with critical evaluation and therefore it helps to determine future actions.
- 6. Decision Making:** Decisions can be easily made based on the recommendations given in report.
- 7. Building Relation:** Report builds relationship between author and reader. It creates impression on author's knowledge and philosophy and also provides insight regarding his analytical and critical understanding.

A report gives us many advantages for our business concerns and personal life too as some advantages of report writing.

### **THE CHARACTERISTICS OF THE READER**

Business reports are quite often intended for a wide variety of different audiences. It is critical that you carefully identify the intended audience for your report, otherwise it is likely that your report will be misdirected and less effective. You should consider exactly what the readers of your report already know and what they need to know to make informed decisions.

### **AN EFFECTIVE REPORT CAN BE WRITTEN GOING THROUGH THE FOLLOWING STEPS-**

1. Determine the objective of the report, i.e., identify the problem.
2. Collect the required material (facts) for the report.
3. Study and examine the facts gathered.
4. Plan the facts for the report.
5. Prepare an outline for the report, i.e., draft the report.
6. Edit the drafted report.
7. Distribute the draft report to the advisory team and ask for feedback and recommendations.

**THE ESSENTIALS OF GOOD/EFFECTIVE REPORT WRITING ARE AS FOLLOWS-**

1. Know your objective, i.e., be focused.
2. Analyze the niche audience, i.e., make an analysis of the target audience, the purpose for which audience requires the report, kind of data audience is looking for in the report, the implications of report reading, etc.
3. Decide the length of report.
4. Disclose correct and true information in a report.
5. Discuss all sides of the problem reasonably and impartially. Include all relevant facts in a report.
6. Concentrate on the report structure and matter. Pre-decide the report writing style. Use vivid structure of sentences.
7. The report should be neatly presented and should be carefully documented.
8. Highlight and recap the main message in a report.
9. Encourage feedback on the report from the critics. The feedback, if negative, might be useful if properly supported with reasons by the critics. The report can be modified based on such feedback.
10. Use graphs, pie-charts, etc to show the numerical data records over years.
11. Decide on the margins on a report. Ideally, the top and the side margins should be the same (minimum 1 inch broad), but the lower/bottom margins can be one and a half times as broad as others.

12. Attempt to generate reader's interest by making appropriate paragraphs, giving bold headings for each paragraph, using bullets wherever required, etc.

**DIFFERENT TYPES OF REPORTS USED IN BUSINESS ARE:**

- **Informational reports.** These reports present facts about certain given activity in detail without any note or suggestions. Whatever is gathered is reported without giving any thing by way of either explanation or any suggestion. A vice-chancellor asking about the number of candidates appearing at a particular examination naturally seeks only information of the fact (candidates taking up the examination) of course without any comment. Generally such reports are of routine nature. Sometimes they may fall under statutory routine category. A company registrar asking for allotment return within the stipulate period is nothing but informational routine, falling under statutory but routine report.
- **Analytical reports.** These reports contain facts along with analytical explanations offered by the reporter himself or may be asked for by the one who is seeking the report. Such reports contain the narration of facts, collected data and information, classified and tabulated data and also explanatory note followed by the conclusions arrived at or interpretations. A company chairman may ask for a report on falling trends in sale in a particular area. He will in this case be naturally interested in knowing all the details including that of opinion of any of the investigator.
- **Research reports.** These reports are based on some research work conducted by either an individual or a group of individuals on a given problem. Indian oil company might have asked its research division to find some substitute for petrol, and if such a study is conducted then a report shall be submitted by the research division detailing its findings and then

offering their own suggestions, including the conclusions at which the division has arrived at as to whether such a substitute is these and if it is there can the same be put to use with advantage and effectively. All details shall naturally be asked and has to be given. In fact such a report is the result of a research.

- **Statutory reports.** These reports are to be presented according to the requirements of a particular law or a rule or a custom now has become a rule. The auditor reports to company registrar has to be submitted as per the requirements of country legal requirement. A return on compensation paid to factory workers during a period by a factory has to be submitted to competent authorities periodically. These reports are generally prepared in the prescribed form as the rules have prescribed.
- **Non statutory reports.** These reports are not in the nature of legal requirements or rules wants, therefore, the reports are to be prepared and submitted. These reports are required to be prepared and submitted: (i) for the administrative and other conveniences,(ii) for taking decision in a matter (iii) for policy formulations, (iv) for projecting the future or (v) any thing alike so that efficient and smooth functioning maybe assured and proper and necessary decision may be taken with a view to see that every thing goes well and the objectives of the organization are achieved with assured success.
- **Routine reports.** These reports are required to be prepared and submitted periodically on matters required by the organization so as to help the management of the organization to take decisions in the matters relating to day to day affairs. The main objectives of routine reports are to let the management know as to what is happening in the organization, what is its progress where the deviation is, what measures have been taken in solving the problems and what to do so that the organization may run smoothly and efficiently. Routine reports are

generally brief. They only give the facts. No comments or explanations are usually offered in such reports. Generally forms are prescribed for preparation and submission of such reports.

- **Special reports.** Such a type of report is specially required to be prepared and submitted on matters of special nature. Due to an accident a death of the foreman has occurred in a factory. The factory manager may ask for a detail report from the head foreman. Such a report is classified as special reports. These reports contain not only facts and details but they may contain suggestion, comments and explanations as well.

## CLASSIFICATION OF BUSINESS REPORT

Business reports can be of various types. On the basis of mode of presentation it can be oral or written. On the basis of degree of formality it can be formal or informal, formal reports again can be divided into two types **(i) informational** and **(ii) analytical**.

### **(A) On the basis of mode of presentation:**

Any report can be presented either in written form or in oral.

#### **1. Oral report:**

When report on a matter presented verbally or through oral media then it is known as oral report. In this case, after investigating the matter the investigator express his/her findings verbally to the top management.

It is less effective because it cannot be used as documentary evidence.

#### **2. Written report:**

On the other hand when reports are presented in written form then it is called written report.

Written reports are prepared by following specific format. It has documentary evidence.

### **(B) On the basis of degree of formality:**



Business reports can be prepared either by following specific formats and formalities or it can be drafted informally without maintaining much formalities. Thus on the basis of degree of formality business reports can be of two types:

**1. Formal:**

Formal reports are usually detailed. It examines a complex problem in depth and provides recommendations. Formal reports are prepared according to specific formats. This type of report again can be divided in two categories:

**(i) Informational:**

This type of report presents information on particular topic but does not provide any explanation and recommendations.

**Example:** Annual reports, progress reports of taskforces, etc.

**(ii) Analytical:**

Analytical reports not only present and analyze data but also interpret the data and make recommendation. Usually critical problems are analyzed through analytical reports.

**Example:** Feasibility reports, request approval, evaluation of investment project, etc.

**2. Informal:** These types of reports are prepared to assist routine managerial functions.

These reports are usually written by subordinates. Informal reports are short in length and written in letter or memo, format. These reports are less planned.

## ESSENTIAL STAGES OF WRITING A REPORT

All reports need to be clear, concise and well structured. The key to writing an effective report is to allocate time for planning and preparation. With careful planning, the writing of a report will be made much easier. The essential stages of successful report writing are described below.

Consider how long each stage is likely to take and divide the time before the deadline between the different stages. Be sure to leave time for final proof reading and checking.

### **Stage One: Understanding the report brief**

This first stage is the most important. You need to be confident that you understand the purpose of your report as described in your report brief or instructions. Consider who the report is for and why it is being written. Check that you understand all the instructions or requirements, and ask your tutor if anything is unclear.

### **Stage Two: Gathering and information**

Once you are clear about the purpose of your report, you need to begin to gather relevant information. Your information may come from a variety of sources, but how much information you will need will depend on how much detail is required in the report. You may want to begin by reading relevant literature to widen your understanding of the topic or issue before you go on to look at other forms of information such as questionnaires, surveys etc. As you read and gather information you need to assess its relevance to your report and select accordingly. Keep referring to your report brief to help you decide what is relevant information.

### **Stage Three: Organising your material**

Once you have gathered information you need to decide what will be included and in what sequence it should be presented. Begin by grouping together points that are related. These may form sections or chapters. Remember to keep referring to the report brief and be prepared to cut

any information that is not directly relevant to the report. Choose an order for your material that is logical and easy to follow.

#### **Stage Four: Analyzing your material**

Before you begin to write your first draft of the report, take time to consider and make notes on the points you will make using the facts and evidence you have gathered. What conclusions can be drawn from the material? What are the limitations or flaws in the evidence? Do certain pieces of evidence conflict with one another? It is not enough to simply present the information you have gathered; you must relate it to the problem or issue described in the report brief.

#### **Stage Five: Writing the report**

Having organised your material into appropriate sections and headings you can begin to write the first draft of your report. You may find it easier to write the summary and contents page at the end when you know exactly what will be included. Aim for a writing style that is direct and precise. Avoid waffle and make your points clearly and concisely. Chapters, sections and even individual paragraphs should be written with a clear structure. The structure described below can be adapted and applied to chapters, sections and even paragraphs.

- **Introduce** the main idea of the chapter/section/paragraph
- **Explain** and expand the idea, defining any key terms.
- **Present** relevant evidence to support your point(s).
- **Comment** on each piece of evidence showing how it relates to your point(s).

- **Conclude** your chapter/section/paragraph by either showing its significance to the report as a whole or making a link to the next chapter/section/paragraph.

### **Stage Six: Reviewing and redrafting**

Ideally, you should leave time to take a break before you review your first draft. Be prepared to rearrange or rewrite sections in the light of your review. Try to read the draft from the perspective of the reader. Is it easy to follow with a clear structure that makes sense? Are the points concisely but clearly explained and supported by relevant evidence?

Writing on a word processor makes it easier to rewrite and rearrange sections or paragraphs in your first draft. If you write your first draft by hand, try writing each section on a separate piece of paper to make redrafting easier.

### **Stage Seven: Presentation**

Once you are satisfied with the content and structure of your redrafted report, you can turn your attention to the presentation. Check that the wording of each chapter/section/subheading is clear and accurate. Check that you have adhered to the instructions in your report brief regarding format and presentation.

Check for consistency in numbering of chapters, sections and appendices. Make sure that all your sources are acknowledged and correctly referenced. You will need to proof read your report

for errors of spelling or grammar. If time allows, proof read more than once. Errors in presentation or expression create a poor impression and can make the report difficult to read.

## **THE STRUCTURE OF A REPORT**

The main features of a report are described below to provide a general guide. These should be used in conjunction with the instructions or guidelines provided by your department.

### **Title Page**

This should briefly but explicitly describe the purpose of the report (if this is not obvious from the title of the work). Other details you may include could be your name, the date and for whom the report is written.

Geology of the country around Beacon Hill, Leicestershire

Angus Taylor

2 November 2004

(Example of a title page)

### **Terms of Reference**

Under this heading you could include a brief explanation of who will read the report (audience) why it was written (purpose) and how it was written (methods). It may be in the form of a subtitle or a single paragraph.

A report submitted in fulfillment of the requirements for Course GL456, Department of Geology, and University of Leicester.

(Example of terms of reference)

### **Summary (Abstract)**

The summary should briefly describe the content of the report. It should cover the aims of the report, what was found and what, if any, action is called for. Aim for about 1/2 a page in length and avoid detail or discussion; just outline the main points. Remember that the summary is the first thing that is read. It should provide the reader with a clear, helpful overview of the content of the report.

Exposure of rocks belonging to the Charnian Super group (late Precambrian) were examined in the area around Beacon Hill, north Leicestershire. This report aims to provide details of the stratigraphy at three sites - Copt Oak, Mount St. Bernard Abbey and Oaks in Charlwood. It was observed that at each of these sites, the Charnian Super group consists mainly of volcanoclastic sediments (air-fall and ash-flow tuffs) interblended with mudstones and siltstones. These rocks show features that are characteristic of deposition in shallow water on the flanks of a volcano (e.g. welding and alteration of ignimbrites). Further studies are required to understand depositional mechanisms and to evaluate the present-day thickness of individual rock units.

(Example of a summary (abstract))

### **Contents (Table of Contents)**

The contents page should list the different chapters and/or headings together with the page numbers. Your contents page should be presented in such a way that the reader can quickly scan the list of headings and locate a particular part of the report. You may want to number chapter headings and subheadings in addition to providing page references. Whatever numbering system you use, be sure that it is clear and consistent throughout.

**Introduction**

The introduction sets the scene for the main body of the report. The aims and objectives of the report should be explained in detail. Any problems or limitations in the scope of the report should be identified, and a description of research methods, the parameters of the research and any necessary background history should be included.

In some reports, particularly in science subjects, separate headings for Methods and Results are used prior to the main body (Discussion) of the report as described below.

**Methods**

Information under this heading may include: a list of equipment used; explanations of procedures followed; relevant information on materials used, including sources of materials and details of any necessary preparation; reference to any problems encountered and subsequent changes in procedure.

**Results**

This section should include a summary of the results of the investigation or experiment together with any necessary diagrams, graphs or tables of gathered data that support your results. Present your results in a logical order without comment. Discussion of your results should take place in the main body (Discussion) of the report.

**Discussion**

The main body of the report is where you discuss your material. The facts and evidence you have gathered should be analyzed and discussed with specific reference to the problem or issue. If your discussion section is lengthy you might divide it into section headings. Your points should be grouped and arranged in an order that is logical and easy to follow. Use headings and subheadings to create a clear structure for your material. Use bullet points to present a series of

points in an easy-to-follow list. As with the whole report, all sources used should be acknowledged and correctly referenced. For further guidance check your departmental handbook and the Student Learning Centre guide: Referencing and Bibliographies.

### **Conclusion**

In the conclusion you should show the overall significance of what has been covered. You may want to remind the reader of the most important points that have been made in the report or highlight what you consider to be the most central issues or findings. However, no new material should be introduced in the conclusion.

### **Appendices**

Under this heading you should include all the supporting information you have used that is not published. This might include tables, graphs, questionnaires, surveys or transcripts. Refer to the appendices in the body of your report.

In order to assess the popularity of this change, a questionnaire (Appendix 2) was distributed to 60 employees. The results (Appendix 3) suggest the change is well received by the majority of employees.

Example of use of appendices

### **Bibliography**

Your bibliography should list, in alphabetical order by author, all published sources referred to in your report. There are different styles of using references and bibliographies. Refer to the study guide Referencing and Bibliographies and check your departmental handbook for guidelines. Texts which you consulted but did not refer to directly could be grouped under a separate



heading such as 'Background Reading' and listed in alphabetical order using the same format as in your bibliography.

### **Acknowledgements**

Where appropriate you may wish to acknowledge the assistance of particular organisations or individuals who provided information, advice or help.

### **Glossary of Technical Terms**

It is useful to provide an alphabetical list of technical terms with a brief, clear description of each term. You can also include in this section explanations of the acronyms, abbreviations or standard units used in your report.

## **SAMPLE REPORT**

### **Formal Report**

**Document Type: monograph**

**Report Format: formal**

**Report Type: comprehensive**

33 West Avenue South

Anywhere, ON Z9Z 9Z9

March 29, 200?

M. My Instructor, Professor

Some College, Main Campus

PO Box 2034

Anytown, ON Y8Y 8Y8

Dear M. Instructor:

In response to your request to look into the evaluation methods of Mohawk College students, we have completed a report that investigates the current evaluation methods at Mohawk College and studies the prevalence and impediments of evaluations based upon students' ability to work effectively as part of a team.

The study revealed that the current typical course evaluation breakdown involves marks for assignments and examinations as well as some for attendance and participation. There were little or no evaluations based on students' ability to work effectively as part of a team.

Students felt that group assignments helped them understand the material in the course better than other evaluation methods and helped them prepare for the workplace. Students also thought that evaluations based on students' ability to work effectively as part of a team did not evaluate the students' understanding of the material as well as other evaluation methods and were not as fair as other assignments.

Interviews with instructors demonstrated that instructors found group work assessments difficult to administer and hard to determine individual contributions to the group.

Based on these findings, the report recommends that administration at Mohawk College

1. review the academic literature to determine if group work does prepare students for the workplace
2. conduct a wider study of students in other programs and all semesters to determine how students are currently being evaluated

3. encourage evaluation of students using group work evaluations
4. work with faculty to resolve the issues involved with administering group work evaluations

Thank you for the opportunity to complete this study. You can contact us at 555-3333 if you have any questions about the report.

Sincerely,

Signature

### **A CHECKLIST**

A checklist is important because it not only gives you a mechanism for your report of the scene, but also serves as a way to ensure that you are thorough in your observations. You are documenting not only what you see but also what you don't see; both of which are important when you get to court. Think of everything you write in your checklist as a potential piece of a puzzle. Your job at the crime scene is to find as many pieces as you can; beginning to form a picture of what happened – what the puzzle looks like.

## Report Writing Checklist

Report Title .....

Unit .....

Structure	Comment
Title page	
Table of contents	
List of figures, tables or illustrations	
Executive summary	
Introduction	
Body <ul style="list-style-type: none"><li>• Results</li><li>• Findings</li><li>• Discussion</li></ul>	
Conclusion	
Recommendations	
Appendices	
Reference list	
<b>Writing</b>	
Paragraphing	
Sentence structure and grammar	

Appropriate vocabulary	
Use of punctuation	
Spelling	
<b>Layout</b>	
Use of headings and subheadings	
Use of tables	
Numbering system	
Consistency of style	

**CHECKLIST FOR ENSURING THAT A REPORT FULFILLS ITS GOALS.**

1. Report considers the audience's needs
2. Format follows function of report
3. Format reflects institutional norms and expectations
4. Information is accurate, complete, and documented
5. Information is easy to read
6. Terms are clearly defined
7. Figures, tables, and art support written content
8. Figures, tables, and art are clear and correctly labeled
9. Figures, tables, and art are easily understood without text support

10. Words are easy to read (font, arrangement, organization)
11. Results are clear and concise
12. Recommendations are reasonable and well-supported
13. Report represents your best effort
14. Report speaks for itself without your clarification or explanation

Anything not covered by your checklist should be written in a narrative report. Chances are you've covered most everything if you've been documenting as you go. I can't stress enough the importance of maintaining a checklist when investigating a death scene. It reminds you to look at everything, even when you are distracted. It becomes a guide when piecing the puzzle together. It helps to eliminate the questions.

The ideas presented here are meant to be general in nature. Keep in mind that key to any successful crime scene investigation is close attention to the statutes of the jurisdiction in which you are working. Following such laws and guidelines regarding the collection of evidence may mean the difference between a successful prosecution and the guilty going free. Work closely with you local prosecutor and coroners.

One of the most powerful elements of the checklist is that it can empower people. Although a checklist may be viewed as a rigid list of rules which must be followed, the ambiguity of situations means that we have to be flexible and creative when using checklists.

People have to figure out how to use a checklist to fit their needs, and in some cases, what to do if a checklist doesn't include something. Because checklists cannot include every possibility, we have to be prepared. In some cases, they just provide us with a place to begin.

**BUSINESS COMMUNICATION -17AEC101****UNIT – III****POSSIBLE QUESTIONS****PART – B**

1. Write a short note on informal report?
2. State the meaning of formal report?
3. Define report?
4. Bring out the reasons for preferring written report?
5. State the features of formal report?
6. List out the two types of report?
7. Mention the importance of preparing report?
8. Brief the significant need of preparing report?
9. List out the merits in preparing report?
10. Bring out the importance of preparing informal report?

**\*CIA- 3 X 2 = 6 (ANSWER ALL THE QUESTIONS)**

**\*\*ESE – 5 X 2 = 10 (ANSWER ALL THE QUESTIONS)**

**PART – C**

1. Elaborate the types of business reports with suitable examples?
2. Determine the features of a good business reports?
3. Describe the process of preparing a report?
4. Elucidate the essentials of formal report?
5. Elaborate the elements of structure in preparing a business report?
6. Prepare an analytical report in the letter form, in aspect of identifying the causes of brain drain in communication.
7. Elaborate the importance of selecting a suitable report?
8. Describe the nature and features of a good report?

**\*CIA- 3 X 8 = 24 (EITHER OR TYPE)**

**\*\*ESE – 5 X 6 = 30 (EITHER OR TYPE)**



**KARPAGAM ACADEMY OF HIGHER EDUCATION****DEPARTMENT OF MANAGEMENT****FIRST SEMESTER - I BBA (BATCH: 2017-2020)****BUSINESS COMMUNICATION -17AEC101****UNIT – IV**

Application Letters – Preparation of Resume – Interview: Meaning – Objectives and Techniques of various types of interviews – public speech – Characteristics of a good Speech- Business Report Presentations.

**PREPARATION OF RESUME****RESUME - Meaning**

A resume is also known as CV or curriculum vitae. Resume is an influential and credible summary of an individual's employment qualifications. There is no standard format for a resume. It gives an idea to the reader that how you can be an asset to their organization. There are several steps an individual needs to take to acquire his/ her dream job. The first step starts with preparing a good CV or resume. CV stands for curriculum vitae. It is known by several names personal profile, bio-data, personal data sheet, qualification sheet and summary. In practice, it is a written statement of our personal history-biographical details, educational qualification, work experience, achievements and other strong points that make us for getting selected for a job.

The resume is an organized summary of the applicant's particulars. It is not a substitute for a job letter, but a supplement to it. Its alternate titles are "Data Sheet", "Bio-Data" etc. a resume is usually attached to an application letter. It is therefore, read only after the application letter, but we should prepare first. A resume is a written compilation of your education, work experience, credentials, and accomplishments and is used to apply for jobs. There are several basic types of resumes used to apply for job openings. Depending on your personal circumstances, choose a chronological, a functional, combination, or a targeted resume. A resume should be:

- Neat
- Have factual and relevant information
- Self describing
- Clearly indicate why you are best suited for this job

- Up to date

Resumes should be written not for yourself but for the reader. A good resume must be properly planned, drafted and finally revised. Regard your resume as work in progress and give it a polish every couple of months. You never know when you will be asked for it. Your resume needs to recap and capture the spirit of our competency/what's best about you.

## TYPES OF RESUME

There are several basic types of resumes used to apply for job openings

- (i) **Chronological Resume-** These resume gives a quick brief up of what the candidate has done in a timeline-beginning with the latest events and moving back in reverse chronology. It stresses upon the degrees, job headings and the dates. Such a resume demonstrates steady development/movement to the current time.
- (ii) **Skills Resume-** These resume stresses upon the skills and competencies possessed and used by the candidate, rather than the job and the date in which those skills have been used. It is generally prepared when the candidate frequently changes his job or when his education and experience do not harmonize/match with the position for which the candidate is applying.
- (iii) **Functional Resume:** A functional resume focuses on your skills and experience, rather than on your chronological work history. It is used most often by people who are changing careers or who have gaps in their employment history.
- (iv) **Combination Resume:** A combination resume lists your skills and experience first. Your employment history is listed next. With this type of resume you can highlight the skills you have that are relevant to the job you are applying for, and also provide the chronological work history that employers prefer.
- (v) **Resume With Profile:** A resume with a profile section includes a summary of an applicant's skills, experiences and goals as they relate to a specific job.
- (vi) **Targeted Resume:** A targeted resume is a resume that is customized so that it specifically highlights the experience and skills you have that are relevant to the job you are applying for. It definitely takes more work to write a targeted resume than to just

click to apply with your existing resume. However, it's well worth the effort, especially when applying for jobs that are a perfect match for your qualifications and experience.

- (vii) **Mini Resume:** A mini resume contains a brief summary of your career highlights qualifications. It can be used for networking purposes or shared upon request from a prospective employer or reference writer who may want an overview of your accomplishments, rather than a full length resume.
- (viii) **Non-traditional Resume:** A non-traditional resume is a web-based version of your resume that may include photos, graphics, images, graphs and other visuals.

### **Do's and Dont's in the Resume**

1. Shouldn't be too long. It should not exceed two pages generally.
2. CV should be true and factual.
3. The first page should contain enough personal details for a recruitment consultant or potential employer to contact you easily.
4. Choose a format that highlights key skills, key competencies, key achievements or key attributes.
5. Your employment background should begin with your current job and work backwards.
6. List all relevant qualifications.
7. Do not include negative or irrelevant information.
8. Include details of training or skills development events attended.
9. Include personal details.
10. Use a very good quality paper.
11. Do not use a type size less than 11pt.
12. Typefaces such as Times New Roman or Arial should be used.
13. CV should be carefully typed. No spelling errors should be there.
14. Use bulleted paragraphs. This will save space and make the CV more effective.
15. Emphasize achievements that are recent, and are most relevant for the position for which the candidate is applying.
16. Items in resume must be concise and parallel.

17. While submitting a resume, it must be accompanied with a cover letter to make the readers aware of what is being send, and how can it be beneficial to the readers.
18. Include references if possible in a resume. If giving references, use three to five. Include atleast one lecturer, and at least one employer.
19. To stress upon the key points in a resume, put them in appropriate headings, list them vertically, and provide details.

## CONTENTS OF RESUME

The usual contents of a resume are:

**Heading:** Name, address and telephone number of the applicant. Job title and career objectives may also be included.

**Education:** Academic qualifications mentioning degrees, certificates, scholarships, awards, honours, and other academic recognition received by the applicant. It should begin with the most recent information.

**Experience:** Listing of previous employers, job titles and period of service. Brief description of job duties and names of superior may also be included. It should also begin with the most recent information.

**Personal Data:** Age, height, health, marital status etc., of the applicant.

**Reference:** Names, titles, addresses and telephone numbers of people who will recommend the applicant for the job. These people should know about applicant's job skills, aptitude and experience.

**Miscellaneous:** Co-curricular activities, interests and hobbies of the applicant. Driving license,

passport, domicile and national identity card number may also be mentioned if material.

### **Some useful tips for preparation of resume**

Be brief and concise: You've got about 30 seconds to make your pitch so don't beat around the bush.

Be perfect: Proofread ruthlessly. Weed out typos and grammatical boo-boos. Double-check dates and facts. Ensure punctuation marks are correct and in their proper places.

Be active: Go for action verbs. Delete personal pronouns and articles. These will invigorate your resume and free up space for more information.

Be inviting. Your resume must look attractive to be read. Use conservative fonts like Times New Roman or Arial, at least 10 in size. Include ample white space. Organize items under section headings to give the eyes a break. Print on crisp, white paper.

## **APPLICATION LETTER**

An application for employment, job application, or application form (often simply called an application) is a form or collection of forms that an individual seeking employment, called an applicant, must fill out as part of the process of informing an employer of the applicant's availability and desire to be employed, and persuading the employer to offer the applicant employment.

A letter of application, also known as a cover letter, is a document sent with your resume to provide additional information on your skills and experience. A letter of application typically provides detailed information on why are you qualified for the job you are applying for. Effective application letters explain the reasons for your interest in the specific organization and identify your most relevant skills or experiences. Your application letter should let the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

From the employer's perspective, the application serves a number of purposes. These vary depending on the nature of the job and the preferences of the person responsible for hiring, as "each organization should have an application form that reflects its own environment". At a minimum, an application usually requires the applicant to provide information sufficient to demonstrate that he or she is legally permitted to be employed. The typical application also requires the applicant to provide information regarding relevant skills, education, and previous employment. The application itself is a minor test of the applicant's literacy, penmanship, and communication skills - a careless job applicant might disqualify themselves with a poorly filled-out application.

### **Contents of application letter**

1. Your address and contact details
2. The date
3. The full name of the person you are writing to, and/or his/her job title 'The Personnel Manager'
4. the address of the organisation you are applying to
5. the salutation; e.g. Respected Sir/Madam
6. a subject heading; e.g. **Application for the Post of Asst. Manager**
7. First paragraph: 'I am writing to apply for the post of ..., which was advertised ... on (date).
8. working experience relevant to this job
9. education relevant to this job
10. descriptions of how you fulfil all the requirements in the job advert or necessary for this post
11. why you want to work for this organisation (showing your knowledge of the organisation)
12. when you are available for interview
13. Yours sincerely / faithfully
14. your signature
15. your full name
16. enclosures

### **Organisation of Application**

- order: decide whether your education or your working experience is more useful to the employer, and put that in the second paragraph

- Write good topic sentences: start each paragraph with words that show what it is about; e.g. 'My working experience...'; 'My degree in...'; 'My leadership skills...'; 'The reason that I would like to work for your company is...'
- Write a different job application letter for each organisation that you apply to. You will need different addresses, dates, and names, and you will need to emphasise different skills, qualifications and experience depending on the requirements of the job.
- be polite and formal, but not too polite; e.g. don't use "esteemed"

A job application letter should be organized like sales letter, because it intends to sell the writer's services to the reader. The immediate purpose of a job letter is to secure an interview and the final goal is to get employment.

**Solicited Job Letter:**

Solicited job letter written in response to an invitation (usually advertisement) has the advantage that a vacancy exists and that the employer is anxious to fill it. Its disadvantage is that it faces competition.

**Unsolicited Job Letter:**

Unsolicited job letter, written to an employer who has not invited an application, does not face competition. But, possibility of non-availability of job is its disadvantage.

**FUNCTIONS OF JOB APPLICATION LETTERS:****1. Attracting Attention:**

Attracting attention of the employer through appropriate stationery, neat typing, proper layout, paragraphing, etc. further, the opening should not be stereotyped.

**2. Creating Desire**

Creating desire to engage the applicant by describing required qualifications, interest in the job and environment, and personal favorable circumstance. Because employers prefer those candidates who have the required qualifications, interest and favorable circumstances.

**3. Convincing the Employer:**

Convincing the employer by giving specific details of qualifications and experience, names of references, and results of aptitude and intelligence tests previously taken. Further, enclosed certificates, recommendation letters from former employers, teachers, etc. and samples of work, e.g. translations, poetry, paintings, etc., may also convince the employer.

#### **4. Stimulating Action:**

Stimulating action by making courteous, graceful and confident request for interview that may lead to the ultimate goal of the job letter – the employment.

### **CONSIDERATIONS OF WRITING EFFECTIVE JOB LETTERS:**

1. Using appropriate stationery.
2. Neat typing with proper layout.
3. Describing qualifications, experience interest, etc.
4. Avoiding stereotyped opening.
5. Being specific, definite, courteous and graceful.
6. Giving names of references.
7. Mentioning the results of aptitude and intelligence tests previously taken.
8. Making request for interview.
9. Explaining reasons for leaving the previous job or for being unemployed, if necessary.
10. Enclosing copies of the certificates and recommendation letters.

## **INTERVIEW**

### **MEANING**

The word interview means ‘sight between’ or ‘view between’. It is an encounter or meeting between two parties, say employer and candidates or otherwise. Interview is an integral part of selection process of candidates for employment, admission, grant of scholarship and fellowship. An interview is a formal affair, a meeting at which a prospective employee, student or awardees of a fellowship is asked questions in order to find out whether he or she is suitable for that purpose.



An interview can be defined as an oral tool to test candidate's traits for employment or admission to an institution or organisation. Being an oral test, it calls for your skills of oral and nonverbal communication to support your performance before a panel of experts.

### OBJECTIVES OF INTERVIEW

Interviews are face-to-face communication. It is a form of interpersonal Communication.

Interviews are not just for job procurement. The purpose for which interviews are carried may be as follows:

- 1. Counselling:** taken by a supervisor, officer, or counsellor who may ask questions relating to work or problem from the employee. In other cases interviews may be conducted by a doctor/psychiatrist of patients or person facing psychological problems.
- 2. Evaluating:** taken by supervisor, manager to review and evaluate the performance of the employee(s).
- 3. Disciplining:** taken by an officer, manager if the behaviour of the employee(s) require action to maintain discipline.
- 4. Complaining:** taken by an officer, manager if the employee(s) wish to lodge complaint for Certain dissatisfaction or action required.
- 5. Terminating:** taken by an officer/manager to inform employee(s) about the termination from job.

II. **Other objectives** there are following objectives of patterned interviews.

- 1.** The resume provides a lot of information about the candidate but not all the information so this interview is conducted to evaluate job qualification that the resume can't provide.
- 2.** Another purpose is to determine the real communication ability of the interview.
- 3.** This interview also helps the interviewer provide essential facts about the job and company.
- 4.** It also instils a feeling of material understanding and confidence in the applicant, who accepts the job.
- 5.** It promotes good will towards the company, whether the applicant accept the job or not. It is important to give the right impression to the candidate who is disappointed by a turndown.

## TYPES OF INTERVIEW

In a patterned interview the interviewer controls the direction of conversation. It is of following two kinds.

**1. Direct Interview:** In the direct interview the interviewer keeps very close control at all times by directing limited and specific question. He / She asks close ended question and does not let the interviewee speak freely.

**2. Indirect Interview:** In the indirect interview the interviewer makes little or no attempt to direct the applicant conversation.

### Other types of interviews include:

#### 1. Structured Interview

Here, every single detail of the interview is decided in advance. The questions to be asked, the order in which the questions will be asked, the time given to each candidate, the information to be collected from each candidate, etc. is all decided in advance. Structured interview is also called Standardised, Patterned, Directed or Guided interview. Structured interviews are pre-planned. They are accurate and precise. All the interviews will be uniform (same). Therefore, there will be consistency and minimum bias in structured interviews.

#### 2. Unstructured Interview

This interview is not planned in detail. Hence it is also called as **Non-Directed** interview. The question to be asked, the information to be collected from the candidates, etc. are not decided in advance. These interviews are non-planned and therefore, more flexible. Candidates are more relaxed in such interviews. They are encouraged to express themselves about different subjects, based on their expectations, motivations, background, interests, etc. Here the interviewer can make a better judgement of the candidate's personality, potentials, strengths and weaknesses. However, if the interviewer is not efficient then the discussions will lose direction and the interview will be a waste of time and effort.

#### 3. Group Interview

Here, all the candidates or small groups of candidates are interviewed together. The time of the interviewer is saved. A group interview is similar to a group discussion. A topic is given to the group, and they are asked to discuss it. The interviewer carefully watches the candidates. He tries to find out which candidate influences others, who clarifies issues, who summarises the discussion, who speaks effectively, etc. He tries to judge the behaviour of each candidate in a group situation.

#### **4. Exit Interview**

When an employee leaves the company, he is interviewed either by his immediate superior or by the HRD manager. This interview is called an exit interview. Exit interview is taken to find out why the employee is leaving the company. Sometimes, the employee may be asked to withdraw his resignation by providing some incentives. Exit interviews are taken to create a good image of the company in the minds of the employees who are leaving the company. They help the company to make proper HRD policies, to create a favourable work environment, to create employee loyalty and to reduce labour turnover.

#### **5. Depth Interview**

This is a semi-structured interview. The candidate has to give detailed information about his background, special interest, etc. He also has to give detailed information about his subject. Depth interview tries to find out if the candidate is an expert in his subject or not. Here, the interviewer must have a good understanding of human behaviour.

#### **6. Stress Interview**

The purpose of this interview is to find out how the candidate behaves in a stressful situation. That is, whether the candidate gets angry or gets confused or gets frightened or gets nervous or remains cool in a stressful situation. The candidate who keeps his cool in a stressful situation is selected for the stressful job. Here, the interviewer tries to create a stressful situation during the interview. This is done purposely by asking the candidate rapid questions, criticising his answers, interrupting him repeatedly, etc.

#### **7. Individual Interview**

This is a 'One-To-One' Interview. It is a verbal and visual interaction between two people, the interviewer and the candidate, for a particular purpose. The purpose of this interview is to match the candidate with the job. It is a two way communication.

### **8. Informal Interview**

Informal interview is an oral interview which can be arranged at any place. Different questions are asked to collect the required information from the candidate. Specific rigid procedure is not followed. It is a friendly interview.

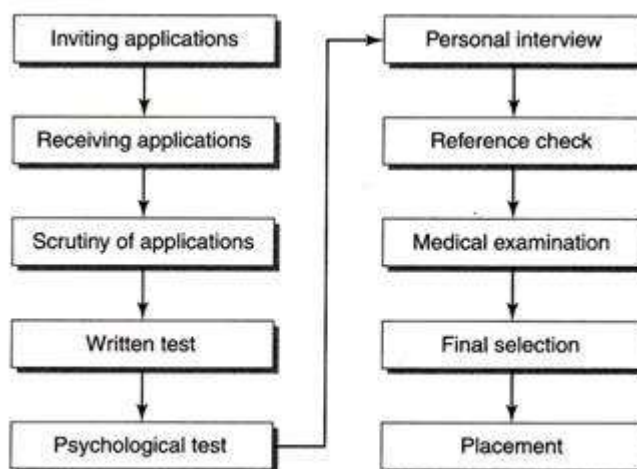
### **9. Formal Interview**

Formal interview is held in a more formal atmosphere. The interviewer asks pre-planned questions. Formal interview is also called **planned** interview.

### **10. Panel Interview**

Panel means a selection committee or interview committee that is appointed for interviewing the candidates. The panel may include three or five members. They ask questions to the candidates about different aspects. They give marks to each candidate. The final decision will be taken by all members collectively by rating the candidates. Panel interview is always better than an interview by one interviewer because in a panel interview, collective judgement is used for selecting suitable candidates.

## **INTERVIEW TECHNIQUES:**



**Fig. 5.6** Steps Involved in Selection Procedure

### 1. Inviting applications:

The prospective candidates from within the organization or outside the organization are called for applying for the post. Detailed job description and job specification are provided in the advertisement for the job. It attracts a large number of candidates from various areas.

### 2. Receiving applications:

Detailed applications are collected from the candidates which provide the necessary information about personal and professional details of a person. These applications facilitate analysis and comparison of the candidates.

### 3. Scrutiny of applications:

As the limit of the period within which the company is supposed to receive applications ends, the applications are sorted out. Incomplete applications get rejected; applicants with un-matching job specifications are also rejected.

### 4. Written tests:

As the final list of candidates becomes ready after the scrutiny of applications, the written test is conducted. This test is conducted for understanding the technical knowledge, attitude and interest

of the candidates. This process is useful when the number of applicants is large. Many times, a second chance is given to candidates to prove themselves by conducting another written test.

#### **5. Psychological tests:**

These tests are conducted individually and they help for finding out the individual quality and skill of a person. The types of psychological tests are aptitude test, intelligence test, synthetic test and personality test

#### **6. Personal interview:**

Candidates proving themselves successful through tests are interviewed personally. The interviewers may be individual or a panel. It generally involves officers from the top management. The candidates are asked several questions about their experience on another job, their family background, their interests, etc. They are supposed to describe their expectations from the said job. Their strengths and weaknesses are identified and noted by the interviewers which help them to take the final decision of selection.

#### **7. Reference check:**

Generally, at least two references are asked for by the company from the candidate. Reference check is a type of crosscheck for the information provided by the candidate through their application form and during the interviews.

#### **8. Medical examination:**

Physical strength and fitness of a candidate is must before they takes up the job. In spite of good performance in tests and interviews, candidates can be rejected on the basis of their ill health.

#### **9. Final selection:**

At this step, the candidate is given the appointment letter to join the organization on a particular date. The appointment letter specifies the post, title, salary and terms of employment. Generally initial appointment is on probation and after specific time period it becomes permanent.

**10. Placement:**

This is a final step. A suitable job is allocated to the appointed candidate so that they can get the whole idea about the nature of the job. They can get adjusted to the job and perform well in future with all capacities and strengths.

**Various symbols of positive and negative attitude of an interview**

An interview may have a negative or positive attitude during the time of interview. The summary of these negative or positive symbols is as below.

**Positive**

- a) Early arrival
- b) Alert, responsible attitude
- c) Emphatic attitude
- d) Relaxed manner
- e) Smiles
- f) Clear voice
- g) Diligent, responsible, smart
- h) Strong and determined attitude

**Negative**

- Late arrival
- Intensive, dull attitude
- Withdrawn attitude
- Tension, body tremor
- Frowns
- Choked voice
- Lack of concentration, dull, weak
- Lack of determination

**Positive**

- a) Sticking to the main point
- b) Relevant responses
- c) Well organized presentation
- d) Appropriate use of humour
- e) Spontaneous replies
- f) Speaking well of people
- g) Eye contacting confident

**Negative**

- Changing the subject
- Irrelevant responses
- Disorganized presentation
- Uncalled of levity
- Long pause before replying
- Criticism of others
- Looking sideways , downward.

**THE GUIDELINES TO CONDUCT AN EFFECTIVE INTERVIEW OR THE RESPONSIBILITIES OF AN INTERVIEWER**

Giving an interview is equally important as taking interview, one has to be very careful while

giving an interview, there is following guidelines in general which could enable an interviewer to conduct a good and effective interview.

- Preparation
- During conducting of interview
- Evaluation

### **I. Preparation:**

The interviewer should prepare himself before the interview; the following points are to be Considered in this regard are;

- 1. Reading applicant's Resume:** There is much information provided by applicant in his resume. so the resume should be read in detail in order to asks the question in the perspective of resume.
- 2. Being aware of state Regulation:** There are many policies and rules and regulation made by a state about the recruitment of employees. The interviewer should be aware of them so as to avoid any unlawful act.
- 3. Planning the questions:** The interviewer should plan the pattern of question, the number of question types length duration etc. should be clear in the mind of interviewer.
- 4. Omitting personal bias:** There might be many biases in the minds of interviewer about the candidates. In order to make the interviewee fair he should avoid these biases.

### **II. During the interview:**

Having prepared for the interview the interviewer should consider the following points during Interview.

- 1. Letting the candidate speak:** The main objective of interview is to have the information from the candidate as much as possible, so interviewer should let the candidate speak as much as possible.
- 2. Using the language of candidate:** If there is no restoration regarding the language such a language should be used in which the candidate feels easy and free.



**3. Avoiding arguing with the candidate:** The purpose of interview is to evaluate the candidate not to solve a dispute, so argumentation with the candidate should be avoided.

**4. Not interrupting the candidate:** The candidate is already under a lot of pressure. So the candidate should not be interrupted.

**5. Controlling the emotions:** During the interview there are many stages on which the interviewers might get emotional. This may cause failures to the interview process.

**6. Establishing eye contact:** In order to be confident and to put the candidate at ease, the interviewer should establish an eye contact with the candidate.

**7. Using body language:** Use of body language can play an important role to make the question clear to the candidate.

**8. Asking open ended questions instantly:** The close or dead ended questions are not very useful to acquire more information. So open-ended question should be asked as much as possible.

### **III. Evaluation:**

After the interview the last step is to evaluate the interviewee. For this purpose there are following points which should be given importance.

**1. No personal bias:** There might be many candidates with whom the interviewer may have personal bias. This should be avoided in any case so as to hire the potential people.

**2. Clear cut standards:** The interviewer should try to establish a clear-cut standard for evaluation such as point system.

### **The pitfalls to be avoided by an interviewer:**

There are many things in which the interviewer can easily be trapped. There are the general pitfalls which should be avoided. They relate mainly to the following biases prejudices and other weaknesses within the interviewer.

#### **1. Halo Effect:**

It is the tendency of the interviewer to form an overall opinion regarding the applicant on the basis on a single aspect of his or her personality. For example, if the candidate did not comb his hairs properly the interviewer might have an image that the applicant is a careless person.

## **2. Stereotype Error Trap:**

It is the tendency to categorize the candidate on the basis of features of surface cleans or some superficial hints.

## **3. Expectancy Error:**

It is the tendency of the applicant to anticipate the need and preference of the interviewer and to respond accordingly. For example, the candidate may give an answer, which is correct but not in accordance with the interviewer preference. So the interviewer should give the leverage to the candidate.

## **4. Ideal image error:**

Usually, an interviewer has an image of a candidate. This usually happens that the image in the mind interviewer does not coincide with the candidate. So the interviewer should go on for a compromise.

## **5. Personal bias of the interviewer:**

The interviewer may have many personal biases against the candidate. Poor handshake, biting of finger, gum, chewing, loud, clothes, poor eye contact etc. these should be ignored.

## **6. Pseudoscience and myths:**

Handwriting, outward features, date of birth number of letters in the name lines or marks on the palm of hand and shape and bulges of the skull are not scientific tools to judge the ability of the candidate. An interviewer should avoid them.

## **7. Stereotypes Mechanism:**

Interviewer might indulge in monotony in different questions in different ways should be asked.

## **8. Other pitfalls:**

There are a number of pitfalls other than those mentioned above. These are as follows;

- Illusion that the previous experience of itself guarantees ability to do the job well.
- Being impressed because the applicant needs a job even though the necessary qualification is lacking.
- Talking too much by interviewee not listening.
- Poor preparation before interview.
- Asking inappropriate questions.
- Being discourteous and rude towards the applicant.
- Jumping to conclusion.
- Accepting facts without intending to determine meaning and accuracy.
- Leaving unexplored gaps.
- Allowing candidate to guide the interviewer.
- Depending on memory to conduct interview and to evaluate the applicant's qualification.
- Asking other questions when the applicant hesitates a moment.
- Appearing to be critical and cold towards the applicant.
- Not observing non-verbal be clues.
- Poor questions **(a)** leading question **(b)** loaded question **(c)** dead ended question.

## THE IMPORTANCE OR INTERVIEW

Interview plays a very important role in interpersonal communication, since it is between two persons or parties i.e. interviewer and interviewee, its importance is discussed with respect to both aspects.

### ***A. From Interviewer Point of View:***

Interview has following importance for the interviewer.

#### **1. To match the applicant and the job:**

A job has specific requirement. Every person is not suitable for every kind of job, so the interviews enable the interviewer to match the applicant and the job requirement. This matching may be in the following way.

#### **(a) Matching Qualification:**

A candidate having a master's degree does not mean that he has the knowledge of master level. Asking questions about the field of candidate enables the interviewer to know as to how much knowledge the candidate has acquired.

**(b) Matching Candidate Ability:**

Different candidates have different abilities. The interview helps know the abilities of every candidate according to the job requirement.

**(c) Other Areas:**

Candidate's conduct, attitude, confidence, communication skill and other areas are expressed means of interviewers.

**2. To develop the image of organization:**

Another secondary role of interviews is to establish a good image of an organization before candidate and ultimately before the market.

***B. From Interviewee Point of View:***

An interview is equally important for interviewers as it's for interviewee. This importance is enumerated as follows.

**1. To have information:**

An interviewee can have different information about the organization. This information might be about the organization, nature of job, salary, rules and regulations, etc.

**2. To have a suitable job:**

Interview helps the candidate know about the job. In this way, he / she can choose the best one of him/her.

## **INTERVIEWEE'S PREPARATION FOR THE INTERVIEW**

Interviews require much research and planning. Generally, you should do the following when preparing for interview:

- Anticipate potential questions and prepare answers accordingly.
- Consider how you'll explain problematic aspects of your CV, such as leaving an employer.
- Contact your references, alerting them that you'll be interviewing and that they may receive a call.

- Fully understand the role that you're applying for by revisiting the job description, identifying what skills, interests and experiences the employer is looking for.
- Prepare questions to ask the interviewer.
- Read the organisation's website, social media profiles and key literature (e.g. business plan, financial reports and corporate social responsibility strategy), ensuring that you're prepared to share your views and ideas.
- Research the news, trends, competitors, history and opportunities of the organisation and its job sector.
- Review your CV and application form.

An interview works best if there is co-operation on both sides. Consider the following descriptions of roles which may be helpful to a successful outcome.

Interviewer	Interviewee
Try to put interviewee at ease	Try to appear confident and at ease. Self consciousness can detract from your purpose.
Give interviewee time to answer	Think before you speak but don't appear Uncommunicative.
Explain the purpose of the interview	Try to work out the ground-rules and scope of the interview.
Keep the goal of the interview in mind	Don't ramble on about irrelevancies.
Let the interviewee do most of the talking	Be informative - don't answer in mono-Syllables.
Pursue questions that have not been adequately answered.	Do not dodge difficult questions entirely.
Keep a record of key points and your Impressions.	Try to monitor your own performance and assess the impression you are giving.
Avoid premature decisions or those based on minor details	Give as balanced a picture as possible

Establish an appropriate communication climate	Don't be over-familiar or over-formal, smile as necessary (but don't over-do it)
Consider whether open or closed questions are appropriate – use a fair number of open questions	Don't just answer Yes or No. Qualify points where appropriate, justify views, offer examples
Have a questioning strategy prepared	Try to see where the questioner's points are leading to
Prepare key questions but remain flexible	Be helpful. If possible, guide the talk into interesting or favourable areas

Here are certain aspects that **should NOT** be executed in a job interview:

### **1. Appear disinterested**

Fifty-five percent of hiring managers say this is a big deal-breaker in an interview, and we can't blame them for saying this is the No. 1 thing you should not do in an interview. If you're this bored in an interview, how will you act on the job? Employers want somebody who will bring energy and focus to their team, and will engage with the job. Acting disinterested, or failing to show enthusiasm for the opportunity, only signals to employers that you're not interested in this job—and they'll find a candidate instead who is.

### **2. Dress inappropriately**

Wearing clothes that are too tight or too loose, too dressy or too casual, or wearing brands and logos in professional settings is a bad sign, according to 53 percent of hiring managers. But before you accuse your interviewer of playing fashion police instead of interviewing you about your skills, remember why they even care about your appearance: They're evaluating your judgment and how you'd appear to customers. Do you show you can fit in with company culture? Are you there to bring professionalism to the organization? Dress the part.

### **3. Appear arrogant**

This turn-off bothers 53 percent of hiring managers, who would rather hear about your accomplishments in the context of how you helped the organization, compared to a list of

bragging rights. Frame your big wins in the company's overall success: your impressive sales numbers attributed to the company's biggest year in earnings, for example.

#### **4. Talk negatively about current or previous employers**

Half of hiring managers (50 percent) said this is a red flag when meeting with potential hires. No surprise there. Why would they want to be your new employer when your old employer is taking all the blame for your career's negatives? If there's bad blood between you and an old employer or workplace, simply state a difference in personalities or work culture, and emphasize that this organization and you are a much better fit for both your strengths and weaknesses.

#### **5. Answer a cell phone or text during the interview**

About equally as rude as speaking negatively about old employers is checking or using your phone, according to 49 percent of hiring managers surveyed. This is a simple fix. Do NOT use your phone at all during the interview, as it's rude and discourteous to your interviewer's time. Turn it off (or on silent if you must have it on) before you enter the building or get on the phone or webcam for your in-person or digital interview. Either way, you should not be using your phone at all during an interview.

#### **6. Appear uninformed about the company or role**

You may think you can fake it till you make it, but 39 percent of hiring managers will disagree with your strategy if you appear uninformed about the company or the role you're interviewing for. Before your interview, research every aspect: who you'll be interviewing with, what the role's responsibilities are, any major news about the organization and a background knowledge of its industry.

#### **7. Avoid providing specific examples**

Thirty-three percent of hiring managers say this is a problem, since they want to hear exactly how you demonstrate your qualities of being a "hard-working, energetic, driven team-player." Did you implement a new employee engagement perk or group? Did you earn recognition or awards for your achievements? Get specific when you're explaining your strengths and achievements.

**8. Ask generic questions (or none at all)**

Similar to being ignorant to what the organization or role does, asking generic questions (or none at all) signals to the interviewer you probably don't understand or aren't interested in the job—which is a problem according to 32 percent of hiring managers.

Demonstrate your knowledge by asking specific questions about on-the-job duties, as well as any questions you may have about the organization or style of management.

**9. Provide too much personal information**

Oversharing is something to avoid, according to 20 percent of hiring managers. You don't need to go into detail about personal hobbies or family anecdotes in an interview. Simply be yourself and let your personality and confidence speak for themselves.

**10. Ask the hiring manager personal questions**

About as bad as oversharing is over-asking, according to 17 percent of hiring managers. Asking the hiring manager personal questions doesn't establish a connection between you two—it just makes your interviewer uncomfortable and show you don't have a good sense of business manners. When in doubt, err on the side of caution and professionalism.

**SPEECH****MEANING**

Public speaking (sometimes termed oratory or oration) is the process or act of performing a presentation (a speech) focused around an individual direct speech to a live audience in a structured, deliberate manner in order to inform, influence, or entertain them. Public speaking is commonly understood as the formal, face-to-face talking of a single person to a group of listeners. It is closely allied to "presenting", although the latter is more often associated with commercial activity. Most of the time, public speaking is to persuade the audience.

In public speaking, as in any form of communication, there are five basic elements, often expressed as "who is saying what to whom using what medium with what effects?". The purpose of public speaking can range from simply transmitting information, to motivate people to act, to simply telling a story. Good orators should not only be able to engage their audience, but also be able to read them. The power of a truly great presenter is the ability to change the emotions of



their listeners, not just inform them. Public speaking can also be considered a discourse community. Interpersonal communication and public speaking have several components that embrace such things as motivational speaking, leadership/personal development, business, customer service, large group communication, and mass communication. Public speaking can be a powerful tool to use for purposes such as motivation, influence, persuasion, informing, or simply ethos.

In current times, public speaking for business and commercial events is often done by professionals, with speakers contracted either independently, through representation by a speakers bureau paid on commission of 25-30%, or via other means.

## TECHNIQUES AND TRAININGS

The objectives of a public speaker's presentation can range from simply transmitting information, to motivating people to act, to simply telling a story. Professional public speakers often engage in ongoing training and education to refine their craft. This may include seeking guidance to improve their speaking skills—such as learning better storytelling techniques, for example, or learning how to effectively use humour as a communication tool—as well as continuous research in their topic area of focus.

A speaker's checklist is given in "*TED Talks: The Official TED Guide to Public Speaking*" they recommend the following:

- Consider fear and anxiety as a motivation force to ebb through circumstances with acceptance.
- Try to make eye contact right from the start.
- Breathe in and out meditatively to reduce the overwhelm.
- Include humor to disarm the tension within the audience towards the subject. But no offensive jokes or corny puns.
- Drinking water avoids mouth getting dry from adrenalin and avoiding an empty stomach reduces anxiety.

- Keeping a coherence with topic and the content, a relatable language will make audience understandable. Avoid over-preparing and under-preparing.
- Always try to have a good ending and don't commit to public speaking with the intend to meander, being authentic is what people respond to.
- Keep a backup plan like notes or scripts if the presentation technology goes wrong.
- It is better to avoid attempts to get applause, it can be quickly identified by the audience and would be aversive. "*It is not* about the speaker, but the idea the speaker is passionate about and *it is to be* on service of that idea."
- Repress engaging the audience with any organizational history, highlight the good work the organization is doing and the power of the ideas and the change it is bringing forth.

The 6 'I' model of credibility for public speaking are:

6 I's of Credibility	
Ideation	Be creative in presenting the idea
Information	Bring out new and decision driving facts
Influence	Be charismatic with show of confidence
Integrity	Be authentic and build a trust through the first half of the session
Impact	Identify and present a memorable delivery to root the message
Ignition	Call out to action, if required (E.g. Funding, Social Action, Proselytisation ...etc.)

Public speaking training centers promote the idea of adapting certain life-stances for becoming a growing orator. These life-stances are called the 12E life stances.

12E	Explanation
Examine	Examine how is one's life process. (E.g. SWOT analysis, Johari window)
Exchange	Let go of small conveniences as an exchange for greater good.

Exercise	Exercise skills and widen the depth of information to address areas.
Express	Expressing one's belief in their dream through integrity in oration.
Expect	Expect oppositions and failure.
Expose	Expose one's way of working (ability in oration) and use opportunities for it.
Extract	Extract and personalize every positive principles and knowledge.
Exclude	Exclude negative thinkers that opposes orator's ambition.
Exceed	Exceed normal exceptions through review and restructuring.
Exhibit	Exhibit confidence in your objective and areas of oration.
Explore	Explore all possibilities and different fields of oration.
Extend	Extend a helping hand to those in the field of oration.

A common fear of public speaking is called glossophobia (or, informally, "stage fright"), this state of response by many beginners confuse with normal nerves and anxiety with a genuine phobia. Clubs such as National Speakers Association, Rostrum, Toastmasters International, Association of Speakers Clubs (ASC), Speaking Circles, or POWERtalk International, provide a forum for members to develop public speaking skills through practice and assigned exercises to tackle commonly faced obstacles effectively.

### TOOLS:

Even though the basic principles have undergone modification as societies and cultures have changed, yet remained surprisingly uniform. The technology and the methods of this form of communication have traditionally been through oratory structure and rely on an audience. However, new advances in technology have allowed for more sophisticated communication for

speakers and public orators. The technological and media sources that assist the public-speaking atmosphere include both videoconferencing and telecommunications. Videoconferencing is among one of the more recent technologies that is in a way revolutionizing the way that public speakers communicate to the masses. David M. Fetterman of Stanford University wrote in his 1997 article Videoconferencing over the Internet: "Videoconferencing technology allows geographically disparate parties to hear and see each other usually through satellite or telephone communication systems". This technology is helpful for large conference meetings and face-to-face communication contexts, and is becoming more widespread across the world. Rostrums hold papers for speakers. Public speakers may use audience response systems. For large assemblies, the speaker will usually speak with the aid of a public address system or microphone and loudspeaker. The use of head mounted displays such as Google Cardboard, a virtual reality platform in which users immerse in a variety of realistic environments and can train accordingly is a new resource utilized.

## **CHARACTERISTICS/FEATURES OF A GOOD SPEECH**

However, a speech becomes effective when it fulfills the following features:

### **1. Clarity**

Clarity is an essential feature of a good speech. Speech should be clear and unambiguous so that the audience can understand it easily.

If it is not clear enough to express its meaning to the audience, it will become ineffective.

### **2. Definiteness of Message**

Message of the speech should be definite and relevant with the subject matter.

**3. Conciseness**

Audience becomes impatient to long speech. Hence, speech should be as concise as possible. However, it should not incomplete.

**4. Interesting**

Speech should be delivered in an interesting and pleasing way so that the audience is motivated to pay attention.

In order to make the speech interesting, various stories, examples, quotations and jokes can be cited.

**5. Informal Touch**

Though speech is a formal address, it should be presented in a personal and informal way.

**6. Considering the Audience**

Speech is delivered to a specific audience. So the speaker should actively consider the expectations, interest and nature of the audience.

**7. Speaking Slowly**

An ideal speech is one which is delivered slowly and in usual tone. It helps the audience to hear and understand the message clearly.

**8. Free from Emotions**

Another important feature of good speech is that it should be delivered in an unbiased and un-emotional way. Speaker's emotion may drive him away from the main theme.

**9. Use of Body Language**

Good Speech goes with necessary body language. Therefore, at the time of delivering speech, the speaker should use various nonverbal cues.

**10. Ensuring Participation of Audience**

A good speech is one which ensures participation from the audience with the speaker. That means, the audience will ensure their attention through effective listening, expressing their solidarity with the speech and so on.

### **CHARACTERISTICS OF A GOOD SPEECH**

Listening to a good speech is a very interesting experience. Every one should put in the hard work necessary to acquire skills in speaking as it imparts considerable competitive advantage to the person. Some important aspects are:

#### **(1) Clarity**

The voice of the speaker should be clear, tone should vary and pitch should be pleasant. The ideas, emotions and arguments should come straight from the heart so that audience can grasp it easily. It should register with the listeners and vibrate with their feelings and thoughts.

#### **(2) Informal, personal and conversational**

A good speech should be like a conversation between two good friends – personal, informal and sincere. There should be a rapport between the speaker and the audience.

#### **(3) Concrete, vivid and imagery**

A speech should help build a picture that is easy to visualize and easier to comprehend. It should be furnished by concrete examples that grasp the imagination of the listeners.

#### **(4) Brevity**

It is very difficult to hold the attention of the listeners for more than 15 to 20 minutes. A good speaker should be able to convey his complete message in that period. He should come straight to the point and say what he wants by bringing three or four points to their attention.

#### **(5) Interesting, jovial and humorous**

A speaker wins or loses the battle in the first two or three minutes. If the speaker has impressed the audience with his opening remarks, he is well on your way to winning a space in their heart.

And that is the target. It has to be a heart to heart dialogue. Lace it with short humorous anecdotes – laughter lubricates learning!

Anecdotes should be short, appropriate and in good taste. Quotations, proverbs and idioms should be like arrows piercing directly in to the heart of the audience. Experienced speakers learn to master the art of reciting these statements, giving a long pause after it has been stated to let it sink in with the audience.

### **(6) Listener-oriented**

Audience is your customer. It is your business to know their needs and wants, their desires and their expectations. Speaker has to be very sensitive to the body language of their audience and modify the speech to fine tune with them. If the message has to gel well with the audience, speakers antenna should pick up the cues from the body language of the listeners.

## **BUSINESS REPORT PRESENTATIONS**

Build presentations around a handful of key elements adopted from best salesmanship practices. These include:

**Focus** —clearly define the problem or issue that is at the heart of the presentation so everyone understands what this presentation is about.

**Audience** —keep the audience's needs, interests, concerns, and attention foremost.

**Importance** —establish the importance or urgency of the issue so the audience knows why they should care.

**Authority**—establish your credibility on the topic.

**Validation**—cite third-party studies, research, data, and references that reinforce your message.

**Experience**—cite real life examples, case studies, and testimonials that illustrate your message.

**Interaction**—find opportunities to directly engage the audience in the presentation

**Graphics**—include charts, images, diagrams, media to amplify and clarify your message points.

**Response**—direct the audience members on what they can or should do next in regard to the subject of the presentation.

### **Avoiding Audience Boredom**

The use of business presentations is so pervasive and the number of poorly conceived and executed presentations is so great that audience fatigue—eyes glazed over—is a real concern.

This fatigue factor must be one of the issues driving the use of increasingly spiffy graphics and animation, but even that solution has its limitations. It doesn't take long for the graphical pyrotechnics to overwhelm the business message and undermine any hope for effective communication. The fatigue factor results in part from rigid, unimaginative adherence to the repetition rule. However, this needn't be the case. Here are some of the tricks preferred to spice up a presentation:

**Engage the audience right away**—ask provocative questions, take a poll, play a game, anything to actively involve the audience. (One manager starts his technology presentations by leading the audience in a brief yoga exercise.)

**Invite questions throughout the presentation** —don't wait for questions at the end.

**Insert a demonstration** —where the topic allows, try some hands-on activity.

**Use anecdotes and humor** —there is no rule that presentations, no matter how serious, have to be utterly dry. Personal anecdotes and natural humor keep the audience engaged.

**Dramatize the issue** —rather than talk about the issue use role-playing to actually dramatize it. You can even draft audience members to play some of the roles.

**Look beyond a talking head** —take the time allotted to the presentation to run a panel discussion or stage a skit. (One executive of a major telecommunications company based his keynote address on the late-night TV talk show format with himself in the Jay Leno/Dave Letterman role, all cleverly scripted of course.) Obviously not every topic, situation, or message lends itself to these approaches, but wherever you can break with usual presentation, within reason, you are better off.

### **Constructing the Actual Presentation**

Start the development of the actual presentation content with the outline. As noted above, the outline translates very neatly into screens and bullets. The only things you need to add are some charts and graphics to illustrate key points and your speaker's notes (the speaker's text) to keep you on the message. However, you do have some important decisions to make at this point.

**The short school** - believes headers, subheads, and bullets should be brief, bordering on cryptic, and relies on the presenter to fill in the details. This works very well as long as a capable presenter always accompanies the presentation. But very often business presentations have a life that goes beyond the actual presentation. (I encourage my clients to plan and prepare for this



extended life.) They may be used as a leave-behind or may make their ways into the hands of customers, prospects, reporters, government regulators, or anyone else. A presentation consisting of cryptic headers and bullets will not communicate effectively without the presenter.

**The long school** insists that headers, subheads, and bullets be long enough to convey a complete thought. That means a full sentence, sometimes longer. In this way each screen can deliver a complete message even without the presenter. Someone can, in effect, view the presentation as a document that stands on its own and come away with the core message. The role of the presenter is to elaborate on the core message and entertain and engage the initial audience.

### **Model Presentation Outline**

The following is an outline template for a general presentation such as would be given at a professional or industry conference.

#### **Part I: Introduction**

What this presentation is about

Why it's important Presentation agenda

What you are going to tell them

What they will get out of it

Your credentials for talking about this

[engage the audience, pose a provocative question]

#### **Part II: Background**

Review the issue

Why we are talking about this now

Introduce references, citations for validation, substantiation

Reference appropriate research

[invite audience discussion]

#### **Part III: the Main Point**

Introduce your main point in a series of screens and bullets

Add supporting material to back up your point [add anecdotes, examples, demonstrations]

Invite questions

#### **Parts IV, V, and Beyond**

Introduce subsequent points in order of importance

Relate the discussion to your main point and primary message

Add appropriate supporting material for each point

Invite questions following each point

### **Conclusion**

Summarize your main message and key points

[pose a provocative question, invite discussion]

Take any remaining questions

Direct audience members on their next move

Thank the audience

**BUSINESS COMMUNICATION -17AEC101****UNIT – IV****POSSIBLE QUESTIONS****PART – B**

1. Write a short note of Application Letter?
2. Bring out any four advantages in enriching the vocabulary?
3. Bring out any four important terms used in sales quotations?
4. What is mean by common misspelled words?
5. List out any two merits in telephone mean of communication?
6. Frame two sentences using the word piece and peace?
7. Frame two sentences using the word till and until?
8. Frame two sentences using the word right and write?
9. List out the importance of preparing resume?
10. State the meaning of resume?

**\*CIA- 3 X 2 = 6 (ANSWER ALL THE QUESTIONS)**

**\*\*ESE – 5 X 2 = 10 (ANSWER ALL THE QUESTIONS)**

**PART – C**

1. Describe the various types of Application Letter with suitable examples?
2. Elucidate the various steps to be followed to enrich the vocabulary?

3. Elaborate the rules in spelling with suitable examples?

4. Describe the advantages in enriching vocabulary?

5. Using the words given below frame a short passage for each word:

i) Principle                      ii) Principal

iii) Advice                      iv) Advise

6. Using the words given below frame a short passage for each word:

i) Know                      ii) No

iii) Knew                      iv) New

7. Add prefix or suffix to the following words and make appropriate sentences using those words.

(i) Personal                      (ii) Place                      (iii) National                      (iv) Print                      (v) Sell

8. Use the following idiomatic expressions and frame sentences on your own.

(i) Out of order                      (ii) Pros and cons                      (iii) Kith and kin

(iv) Null and void                      (v) Off and on

9. Using the following phrasal verbs and form sentences for each word.

(i) Running out                      (ii) Break down

(iii) Brings out                      (iv) Carried out

(v) Fell through

10. Prepare a Resume to apply for the Finance Manager post which is vacant in the Asian Paints Ltd., Chennai

**\*CIA- 3 X 8 = 24 (EITHER OR TYPE)**

**\*\*ESE – 5 X6 = 30 (EITHER OR TYPE)**

**KARPAGAM ACADEMY OF HIGHER EDUCATION  
DEPARTMENT OF MANAGEMENT**

**FIRST SEMESTER - I BBA (BATCH: 2017-2020)**

**BUSINESS COMMUNICATION -17AEC101**

**Unit – V**

Oral Presentation: Importance, Characteristics, Presentation Plan, Power point presentation, Visual aids.

**INTRODUCTION**

**ORAL PRESENTATION**

Oral presentation is the process of expressing information or ideas by word of mouth. Learn more about the types and benefits of oral communication, and find out how you can improve your own oral communication abilities. Oral presentation is the process of expressing information or ideas by word of mouth.

**IMPORTANCE OF ORAL PRESENTATION**

- Instant method of conveying as well as receiving information.
- Provides better chance to the audience for understanding speaker's context.
- Presenter is able to acquire an instant feedback for his work and research by judging reactions as well as body language of audience.
- High level of understanding and transparency
- It imparts proper flexibility to audience so that they can take an appropriate decision on a particular topic.
- Effective oral presentation helps in saving efforts, time and money for listeners as well as the speaker.
- It can be used for conveying confidential information to a selected group of individuals which ultimately improves the level of communication & exchange of information.
- Oral communication increases level of participation.

**CHARACTERISTICS OF ORAL PRESENTATION**

An oral communication to become successful requires some essential or good characteristics, those are highlighted as follows:

**Pre Planned**

Before transmitting any message, the speaker must have pre-plan to send the message properly to the audience or receiver. Pre-Planned communication is always fruitful.

**Certainty**

The speaker must speak properly while communication with the audience. The subject matter or speech must be certain in oral communication to avoid confusion.

**Conciseness**

Information should be /Enriched with concrete, logical and relevant data in case of oral communication. The subject matter should also be simple to catch the attention of the audience.

**Attractive presentation**

The message in oral communication should be presented through nice tone. The Speaking attitude should be catchy to hold the attention of the receiver.

**Consideration of the Receiver or Audience**

During oral communication, the qualification, knowledge, experience and motive should be considered by the speaker. The language should be simple and understandable to the audience.

**Neutrality**

The audience or receiver should be silent while the speaker in delivering A his speech. The audience must analyze and evaluate the message provided and then he should answer properly. The neutrality of the audience is must in oral communications.

**Realistic**

Unrealistic information or, message can never hold attention of the audience. So, speaker should provide realistic speech to the audience.

**Free from error**

If the information in oral communication contains any error then it makes the audience confused. Moreover, the audience will lose their confidence upon the speaker. So, information must be free from errors in oral communication.

**Patience**

Patience is the key to success for effective communication. Both the speaker and the audience must have proper patience while making oral communication.

**Free from emotion** Oral communication should be free from emotion. Because emotion makes the subject matter to be complicated. Therefore, the audience will make wrong interpretation of the message techniques or Way of Oral Communication.

**TYPES OF ORAL PRESENTATIONS**

Oral presentation is the process of verbally transmitting information and ideas from one individual or group to another. Oral communication can be either Formal or Informal. Examples of informal oral communication include:

- Face-to-face conversations
- Telephone conversations
- Discussions that take place at business meetings

**More formal types of oral presentation include:**

- Presentations at business meetings
- Classroom lectures
- Commencement speech given at a graduation ceremony

With advances in technology, new forms of oral communication continue to develop. Video Phones and Video Conferences combine audio and video so that workers in distant locations can both see and speak with each other. Other modern forms of oral communication include Podcasts (audio clips that you can access on the Internet) and Voiceover Internet Protocol (VoIP), which allows callers to communicate over the Internet and avoid telephone charges. Skype is an example of VoIP.

**Advantages**

There are many situations in which it makes sense to choose oral over written communication. Oral communication is more personal and less formal than written communication. If time is limited and a business matter requires quick resolution, it may be best to have a face-to-face or telephone conversation. There is also more flexibility in oral communication; you can discuss different aspects of an issue and make decisions more quickly than you can in writing. Oral communication can be especially effective in addressing conflicts or problems. Talking things over is often the best way to settle disagreements or misunderstandings. Finally, oral communication is a great way to promote employee morale and maintain energy and enthusiasm within a team.

### **Disadvantages**

Despite the many benefits of oral communication, there are times when written communication is more effective. For example, you may want to exchange important information that needs to be documented using written communication. A lot of transactions in the business world require some type of written record, and you will find that even strong verbal skills are not a substitute for putting things in writing. Additionally, oral communication tends to be less detailed and more subject to misunderstanding than written communication. It's best to always think carefully about which method of communication best fits your objective.

Oral presentations typically involve three important steps:

- 1) Planning,
- 2) Practicing, and
- 3) Presenting.

### **1. Planning**

Oral presentations require a good deal of planning. Scholars estimate that approximately 50% of all mistakes in an oral presentation actually occur in the planning stage(or rather,lack of a planning stage). Make sure to address the following issues:

#### **Audience:**



- Focus your presentation on the audience. Your presentation is not about how much you can say, but about how much your audience can understand.
- Organize your information into three to five points/categories. Audiences can only easily remember a maximum of three to five points.
- Build repetition. Listening is much different than reading. Your audience cannot go back and read over something they missed or did not understand. Build repetition through internal summaries, transitions, analogies, and stories.

**Introduction:**

- Introduce yourself if needed, providing your affiliation and/or credibility.
- Create an effective opening that will interest your audience: pose a question, give an amazing fact, or tell a short, interesting story.
- Reveal your topic to the audience and explain why it is important for them to learn about.
- Give a brief outline of the major points you will cover in your presentation.

**Main Body:**

- Explain your points. Give clear explanations. Provide sufficient evidence to be convincing.
- Use transitions between sections of your presentation (introduction, body, and conclusion) as well as between points in your main body section.
- Use analogies and stories to explain complicated ideas and to build repetition.

**Conclusion:**

- Signal your conclusion with a transition.
- Summarize your points.
- Refer to future action if needed.
- End with, "Thank You."
- If answering questions, tell your audience, "I'll now be happy to answer any questions."

**2. Practicing**

- Practicing your presentation is essential.
- It is at this stage of the process that you figure out word and phrase emphasis and the timing of your sections and overall presentation.
- Record your presentation and review it in order to know how you sound and appear to your audience.
- You may notice that you are pausing awkwardly, talking too fast, or using distracting gestures.
- Consider using different colored highlighters to remind yourself when to pause, when to emphasize a particular point, when you have a slide change on your PowerPoint, etc.
- Practice in front of peers and elicit feedback. Ask your peers to comment on your delivery and content. What aspects of your delivery work well to convey the information and argument of the presentation, and what aspects of your delivery are not working as well as they could? Also, are there moments in your presentation in which your peers become confused, bored, or distracted?
- Remember that the more you practice, the more comfortable you will become with the material. As a result of repeated practice, you will appear far more polished and professional while delivering your presentation.

### **3. Presenting**

As the person in charge of the situation when presenting, it is your job to make your audience feel comfortable and engaged with both you and the material of the presentation.

- Maintain eye contact. Only look at notes or slides very briefly. Sweep the room with your gaze, pausing briefly on various people.
- Be aware of your body posture.
- Be enthusiastic about your topic.
- Smile.
- Slow down your speech.
- We naturally talk faster when we are nervous. Include pauses to allow your listeners to keep up and time for you to think ahead.
- Use gestures to emphasize points and move about the space if possible.
- Calibrate the volume of your voice so that people in the back of the room can hear you.

- Avoid fillers, such as “Ah, uh, I mean, like, okay, um....”
- Act as natural and relaxed as possible.
- Dress appropriately.

**Questions and Answers** –Do not underestimate the challenge of running a successful question and answer session. They are unpredictable by nature. In your planning, try to anticipate possible questions your audience might have. Follow this four-step process to successfully answer audience questions:

- Acknowledge the question. (“Good Question!”) This polite gesture shows your interest.
- Rephrase the question. This important step allows you to: make sure you understand the question, ensure all audience members hear the question, phrase the question into one you want to or are willing to answer, and gain time to think about your answer.
- Answer the question as clearly and concisely as possible.
- Check for comprehension with the questioner and your audience. (“Does that make sense? Is that clear?”)

## **PRESENTATION PLAN**

A good oral presentation is well structured; this makes it easier for the listener to follow. Basically there are three parts to a typical presentation: the beginning, the middle and the end (or introduction, body and conclusion). We are going to look at each part in turn and present the language needed to express both the structure and the content.

## **I THE BEGINNING OR THE INTRODUCTION**

The beginning of a presentation is the most important part. It is when you establish a rapport with the audience and when you have its attention.

### **1. A Get the audience's attention and signal the beginning.**

- |                         |                             |
|-------------------------|-----------------------------|
| ○ Right. Well. OK. Erm. | Let's begin.                |
| ○ Good. Fine. Great.    | Can we start?               |
| ○ Shall we start?       | Let's get the ball rolling. |
|                         | Let's get down to business. |

In English-speaking countries it is not uncommon for the speaker to begin with a joke, an anecdote, a statement made to surprise or provoke in order to gain the audience's attention, to make people want to listen, to feel relaxed and even to introduce the subject. This may or may not be appropriate in your country; you are probably the best judge. Certainly humour is difficult to convey and would not be appropriate in all contexts.

A good technique is to try to get your audience involved in your talk either by asking direct or rhetorical questions. Ask for a show of hands for example, in response to a question or, present information in such a way that the audience can identify with it. You can give an anecdote, unusual or surprising facts, or an illustration from real life could be employed here.

### **1.B Greet audience.**

It is important to greet the audience by saying something like:

- Hello ladies and gentlemen.
- Good morning members of the jury.
- Good afternoon esteemed guests
- Good evening members of the board
- Fellow colleagues Mr. Chairman/Chairwoman
- Thank you for your kind introduction

### **1.C Introduce oneself, (name, position, and company)**

Do this not only to give important information so people can identify you but also to establish your authority on the subject and to allow the audience to see your point of view on the subject (you are a student, researcher, responsible for, director of, neophyte, layman).

- Good afternoon ladies and gentlemen, let me introduce myself.
- Good morning everyone, I'd like to start by introducing myself.

My name is...

I am a student at the INT

I am a doctoral candidate,

I am X. Y. from 3 Com. I'm the manager of...

I am a researcher from ... I've been working on the subject now for X years...

I've had wide experience in the field of ...

- Good morning, my name is Lawrence Couderc. I am a student at the INT and I *would like to talk to you today about some of my findings in a study I did on...*

Sometimes, especially when invited to speak, the host introduces the guest, gives the same information as above and then gives the floor to the guest speaker.

- I am very pleased and proud to introduce ...who is.... He/she is known for... Now I'll turn the floor over to today's speaker. (to take the floor, to have the floor, to give the floor to someone.)

### 1.D Give title and introduce subject

What exactly are you going to speak about? Situate the subject in time and place, in relation to the audience and/or its importance. Give a rough idea or a working definition of the subject.

- I plan to speak about...
- Today I'm going to talk about...
- The subject of my presentation is...
- The theme of my talk is...
- I've been asked to give you an overview of...

Cultural aspects may be important here; scientists want to demonstrate their work and findings while managers and humanities people want to share ideas and reflections with their audience. It may be the result of a desire to persuade and convince. It may be comparison of two or more products, plans or proposals. Why are you going to speak about it?

- I have chosen to speak about this because...
- I was asked to speak about X because...

Have you set any limits on the scope of your talk? What won't you speak about? It may be very useful to eliminate certain areas before you start so as to avoid confusion or deviation from your main task. It also protects you from criticism later for not covering certain aspects or issues.

Have you estimated the time it will take? It is useful to give the listeners some idea of how long you will speak so as to maintain their attention better.

- I will not speak about...
- I have limited my speech to
- My talk will last about 15 minutes
- I will speak for 15 minutes.

You may want to give acknowledgements here too. If you have been sponsored, supported or encouraged by a particular firm, organization, professor, etc. you may want to recognise their contribution. Your research and paper may have been the work of a collaborative effort and you should acknowledge this too giving the names of all the participants. At some point you should ask a question or somehow try to determine the attitude and knowledge of the audience. How do they feel about the subject? You will then have to modify the contents, as you never know exactly what to expect.

- Have you ever heard of...?
- You may already know...
- I feel sure that some of you...
- Every day you encounter...

To get the audience's attention and perhaps to find out where they are you could introduce the subject by saying:

- Have you ever heard of/seen X?
- You've probably seen countless times...
- You may have wondered...

[

### **1.E Give your objectives (purpose, aim, goals)**

The main purpose of an informative speech is to have the audience understand and remember a certain amount of information. You should therefore have two purposes: a general purpose and a specific one. The former is to inform: to give an overview, to present, to summarize, to outline; to discuss the current situation or to explain how to do something or how something is done. The latter is what you want the audience to take away with them after listening to you, what you want them to do, what they should remember. Once you have established your specific objectives you may go on to formulate your content.

**1.F Announce your outline.**

You want to keep the outline simple so 2 or 3 main points are usually enough. Concerning grammar the headings of the outline should be of the same grammatical form.

- I have broken my speech down/up into X parts.
- I have divided my presentation (up) into Y parts.
- In the first part I give a few basic definitions.
- In the next section I will explain
- In part three, I am going to show...
- In the last part I would like/want to give a practical example...

**1. G Questions and comments from the audience.**

You should also let the audience know at some point in the introduction when and whether they may ask questions.

- I'd ask you to save your questions for the end.
- There will be plenty of time at the end of my speech for a discussion.
- You may interrupt me at any moment to ask questions or make comments.
- Please stop me if you don't understand any thing I say but could you keep any
- specific questions until after I've finished.

**1.H Make a transition between the introduction and the body.**

You should refer to your transparency or outline.

- Now let us turn to point one.
- Let us now move on to the second part, which is, as I said earlier....

**2 THE MIDDLE OR THE BODY****2.A Content.**

What information should you give in your speech? All your information should support your purpose. In most cases you will have to limit the content, as time is usually precious.

**2.B Quantity**

How much information should you give? Enough to clearly develop your ideas. Don't forget to illustrate through examples.

**2.C Sequencing your ideas.**

Here are a few possibilities for organizing your ideas: logical; chronological order; from general to specific; from known to unknown; from accepted to controversial; cause/effect; problem/solution. Whatever sequencing you choose, the headings should be all of the same grammatical form.

**2.D Keeping the audience's attention**

The beginning and the end or the first and last parts of a talk are what listeners will remember best. Think of ways you can keep the audience's attention throughout the rest of the speech.

**2. E Signposting or signaling where you are.**

Just as when you are driving along a road that you don't know very well, you depend on signs to guide you, you need to guide the listener by using expressions to tell him/her where you are going. That is to say, first announce what you are going to say (give an example, reformulate etc.) and then say what you want to say. This is very like verbal punctuation. Indicate when you have finished one point and then go on to the next one.

**3 THE END OR CONCLUSION**

The end of a talk should never come as a surprise to an audience; it needs special consideration.

**3.A Content**

The end or the conclusion of your talk should include four parts: a brief reminder of what you tried to show in your speech and how you tried to do so, a short conclusion, thanks to the audience for listening, and an invitation to ask questions, make comments or open a discussion.

At the end you should briefly summarize your speech in a few lines to make sure the audience has retained the main points. Alternatives are: to state the point of the speech; give the essential message to retain; list the main points and what you want the audience to remember; review informally or indirectly by using a quote, a comparison or example. Then you should give some kind of conclusion. That is to say you should give a message that logically comes out of the ideas developed in your speech. This could be a commentary, the lessons learned, some recommendations, or the next steps. You could also make a call to action; the audience should have to do something. Thirdly, thank the audience for being there.



Finally, ask for questions and comments or invite a discussion. If you choose the former, you put yourself in a superior position compared to the audience and should be considered as an expert. You will need to be very prepared intellectually and psychologically to transfer control to the audience and be able to answer any questions. However, in the case of the latter, you put yourself more or less on equal terms with the audience and do not have to be the expert with all the answers! The audience may have some clear ideas or some practical knowledge about the subject themselves!

Naturally you need to signpost the end of your talk. This may take the form of a recapitulation of the main points.

- I'd like to summarize/sum up
- At this stage I would like to run through/over the main points...
- So, as we have seen today....
- As I have tried to explain this morning BT finds itself in....

Or there may be recommendations or proposals that you wish to make;

- As a result we suggest that...
- In the light of what we have seen today I suggest that...
- My first proposal is...

Above all when you conclude do not do it abruptly or as if surprised to get to the end of your talk.

- In conclusion I would like to say that...
- My final comments concern...
- I would like to finish by reminding everyone that...

You may at this point wish to distribute a vocabulary list or more detailed information that you wish to make available.

- I've prepared a slim folder of the proposals...
- In the sheets that are now being distributed you will find a breakdown of the...

And finally you may well have to deal with questions.

- I'd be happy to answer any questions....
- If there are any questions please feel free to ask.
- Thank you very much for your attention and if there are any suggestions or comments

### 3.B Dealing with difficult questions

1. Make sure you understand the question.

- Ask a question to see if you understand
- Repeat the question in your own words to check that you have understood.
- if not, ask the questioner to repeat

2. In answering:

(i) delay the answer (ask for time and/or repeat the question)

- Just a minute please. What is a...?
- How can I put it?
- I'm glad you asked that question.
- That's a good question/point/remark.
- Can I answer that question later?

(ii) admit that you are not responsible.

- I saw that in the work of...

(iii) agree but give an alternative point of view

- I agree with you but there is another way of looking at it.

### POWER POINT PRESENTATION

PowerPoint is a computer program that allows you to create and show slides to support a presentation. You can combine text, graphics and multi-media content to create professional presentations. As a presentation tool PowerPoint can be used to:

- organise and structure your presentation;
- create a professional and consistent format;
- provide an illustrative backdrop for the content of your presentation;
- animate your slides to give them greater visual impact.

PowerPoint has become enormously popular and you are likely to have seen it used by your lecturers and fellow students or in a presentation outside of the University. Learning to present with PowerPoint will increase your employability as it is the world's most popular presentational software. Used well, PowerPoint can improve the clarity of your presentations and help you to

illustrate your message and engage your audience. The strategies contained in this study guide will help you to use PowerPoint effectively in any type of presentation.

## **Planning the power point presentation**

### **Step 1: Designing PowerPoint slides**

There are a number of features to consider when designing effective PowerPoint slides. The guidelines given below will ensure you create slides that will be easy for your audience to read and understand.

#### **Using colour**

- Be consistent. Ensure that all of your slides have the same or similar background images and colour schemes. PowerPoint's design templates can be used for this.
- Prepare slides that use a bold colour contrast, e.g. black or deep blue text on a cream background (black and white can be too glaring for the audience).
- Avoid using red or green for text or highlighting as it can be difficult to read.

#### **Using text**

- Avoid using too much text. A useful guideline is the six-by-six rule (slides should have no more than six bullet points and each bullet point should be no more than six words long).
- Create bullet points which are clear summaries of key points. It is not necessary for bullet points to be complete sentences.
- Don't mix up your fonts and font sizes. Too many variations in font size and type can be visually confusing.
- Ensure that your text is at least 24pt otherwise it may be difficult to read on screen.
- Choose left align for all text to make it easier to read.
- Avoid multiple columns of text on a single slide as they can be difficult to follow on screen.

- Use **bold** for a clear and simple form of emphasis and headings rather than UPPER CASE, *italics* or underlining.
- Set clear hierarchies for type size to help your audience distinguish between headings, main text and other types of text.

## Step 2: Making the most of graphics and animations

### Using graphics

Many people find it easier to understand and remember concepts if images are used in addition to text. PowerPoint allows you to easily include graphics in your presentations, but think about the issues listed below.

- Try not to use Clip Art (files of images that come free with software packages) that you have seen in lots of other people's presentations: familiar images have less impact on an audience.
- Choose an appropriate quality for scanned images. Scan at 150 dpi for images where accurate colour reproduction is not important and at 300 dpi for higher quality images.
- Beware of images that you take from the internet. They are generally of a very low quality and are likely to pixelate (lose their smoothness) when you project them onto a large screen.
- Make sure graphics are relevant to your text and not just decorative.
- Consider using graphics to replace text where you think an image would be easier to understand.
- Ensure that the images that you use are simple and clear enough to be easily read at a distance. A small, overly complex and poor quality image will only frustrate your audience.

### Using animations and transitions

Animating elements of slides and using Slide Transition are two of the most powerful features that PowerPoint offers. However, it is very easy to overdo your use of these features and create a presentation where the animation distracts your audience from the content of your presentation.

- Use animations to show progression. Animation is very effective at revealing a process one stage at a time.
- Be conservative. Make sure that any animation you use serves a clear purpose (e.g. to introduce a new piece of information at an appropriate point). If you cannot think of a reason to animate your slide - **don't do it!**
- Be consistent. Try to ensure that you use similar types of animation for similar functions. For example, if your text always drives in from the left it will be distracting if it suddenly appears from another direction or uses another animation technique.

### **Step 3: Using PowerPoint to help structure your presentation**

Once you have designed your slides you should review your planning and think about whether you need to refine the structure of your presentation. PowerPoint offers a number of features that can help you. All views can be selected from the 'View' menu.

- Use the 'Outline' tab in Normal View to display the textual content of your presentation. This can help you to focus on and review the structure of your content rather than the visual impact of your presentation.
- Use the 'Notes' pane in Normal View to create a script or prompts which you can use when you are delivering the presentation.
- Use the Slide Sorter View to gain an overview of the visual impact of your presentation. This is also a useful view for rearranging the order of your slides or deleting multiple slides.

Use these PowerPoint tools to give you an overview of your presentation so that you can create a clear focus and a logical structure for your talk. Avoid using too many slides in your presentation, as this will be distracting for your audience. In general you should use about one slide every two minutes, so a ten-minute presentation should have around five slides.

### **Step 4: Preparing to Present**

Find out as much as you can about your audience and the environment in which you are going to be presenting before you present. Ask yourself the following questions:

- How large is the room that I am going to be presenting in? Will people be able to see my slides from the back?
- Do any of my audience have any special requirements (visually or hearing impaired, dyslexic, etc.)? Is there anything that I can do to ensure that they can access the presentation?
- Have I rehearsed my presentation to check that all of my slides work in the way they are supposed to?
- Does my presentation fit into the time that I have been allotted? Choosing Rehearse Timings from the Slide Show menu can help you to judge how much time you are spending on each aspect of your presentation (but choose 'No' when asked 'Do you want to keep the new slide timings to use when you view the slide show?').
- Have I checked that the necessary equipment (laptop, data projector, speakers for sound) has been booked for my presentation?
- Do I have an alternative plan in case the technology fails? This may be a second copy of the slides on acetates, a set of handouts or a second disk format (such as USB drive).

### **Step 5: Presenting with PowerPoint**

An effective presenter uses PowerPoint to illustrate and emphasise points that are made in the presentation. An audience that is trying to copy down detailed information from slides will not be able to give you their full attention. Consider using handouts for your audience so they are free to concentrate on listening and understanding. Some points to consider when presenting with slides are given below.

- Treat each slide as a mini-presentation where you make a point to introduce the idea, give the detail and then conclude that slide with an explanation of how the point fits in with the rest of your presentation.
- Direct your audience's attention to the slides when they contain information that is key to getting your message across.
- Give your audience time to assimilate material on your slides. If, for example, a slide contains a quotation or a diagram – introduce the slide, give them time to read and understand it and then explain its relevance.

- Don't leave your screen saver on, as this will distract your audience.
- Don't move your pointer on the screen unless you are using it to demonstrate something as this will distract your audience.
- Don't just read out the text on the slides, they should be a summary or a supplement to the content of your spoken presentation.

**Text to put on a powerpoint presentation:**

- name, conference/company and company logo, date, title of presentation. Try to do this consistently but not to the detriment of a table or image.
- full sentences are not to be used, unless a quote is given, give round figures
- keep text to a minimum

**Size, layout, font (typeface) and size, colors.**

- Size - A4
- Layout should be pleasant and easy to read: horizontal/landscape layout is preferable.
- Fonts: Ariel, Helvetica, Times New Roman, Futura, Optima, Verdana, New Century, Schoolbook and Courier. Some companies impose a particular style.
- Font size - maybe 20 or more depending on the size of the room you will be speaking in. A good idea is to use different sizes for different types of text: i.e. 20 for main headings, 16 for subheadings, 14 for other text.
- Use CAPITAL LETTERS, bold face, italics, underlining, reverse(white on black) or shading to highlight.
- If possible, use color transparencies (unless you are just showing text).

**Number of slides**

One every two minutes is sufficient. To show too many slides is worse than none at all.

**Presenting a visual in the presentation**

It is not sufficient just to put up a transparency on the screen and expect the audience to turn its attention to it, to understand it and make the link with what you are saying. We would suggest the following strategy:

It is important to prepare your audience for what they are going to see. This keeps the audience on their toes and gives you the opportunity to position your visual correctly.

- Let's look at the current distribution of the market, as you can see...
- I'm going to show you now the most recent figures available...
- My next slide concerns the method by which...

Remember to draw the attention of the audience to the points that you wish to highlight but avoid redundancy by describing everything that is in the visual.

- As you can see....
- The first line of figures is the most revealing...
- Notice/observe how the increase has had an effect on the...
- What is important here is the way that...

You can also try to rephrase your point to give it emphasis, giving the audience time to absorb the information.

- In other words the number of employees has a direct effect on the...
- Or to look at it in another way every time you...

### **Presenting the PowerPoint:**

#### **1) Start With Your Audience**

Who are the people that you are going to be presenting to? What is their age, who are they, what is their income and occupation? These things will help you to craft your PowerPoint presentation.



**2) Your Message is Important**

Tailor the message to your audience to help them understand why you are presenting and to reach your goal. This infographic is a great source to use when deciding how to craft a presentation.

**3) Keep Your Slides Short and to the Point**

Each slide should only be about one key point or take away. If you put too much information on one slide it will become confusing to the viewer. Try to focus on putting one point and then some bullets explaining it on each slide.

**4) Use Pictures and Visuals When They Add to the Presentation**

Use visuals in your presentation that help get your point across. Know your audience.

**5) Use Bullet Points Rather Than Paragraphs**

When you use bullet points on your slides, it gives your audience key points from your presentation. It also gives you speaking cues, in case you lose your train of thought. Don't overload your slides with bullets. This will keep your audience engaged with you and not reading slides.

Your slides shouldn't do the talking for you. Limit your words to 6 words per line, and 6 lines per slide.

**6. Don't Read Your Slides Word for Word**

Your presentation should help to supplement what you have to say and give key points. You are the presenter, use your slides to get your key points across keep them simple. Elaborate on the information in your slides, don't read them word for word. With each point, if you are using bullets, you can then elaborate by telling an interesting story, or a joke.

**7. Use Easy to Read Text**

Use text that is easy to read for your audience when you are giving your presentation. Use text such as Arial, or Helvetica. Save text that is fancy for large headlines in your presentation.

**8. Try to Keep it Under 20 Minutes**

A study at from the University of Tennessee stated that the average attention span of an adult is 20 minutes.

Try to keep your presentations under this amount of time or give your audience a break by showing a video or demo to keep them interested.

**10. Use Videos to Add Engagement**

Sometimes a video will add a little something extra to your presentation. Use them when they are beneficial. Communicate your idea in a 2-4 minute video. Ensure that the production value of the the video is good. The video should directly relate to your presentation. Ensure that you are only using videos in your presentation to add value.

**11. Quality Over Quantity**

Don't waste your audience's time with fluff and nonsense. Use your slides for quality information and only use them to enhance your presentation. Less is more. The more words and fluff on a slide, the more chances your audience will have to tune out. You don't want that.

**12. Practice, Practice, Practice**

Preparation is the key to giving an effective presentation. So, write a complete outline of your talk in bullet point detail. Don't write it word for word, but write it out as bullet points. Next, dictate your talk into a voice recorder or cell phone, and then listen to it. It's amazing how much different it sounds when you hear your own voice. You'll see ways that you could have presented it differently.

Sometimes just changing the order of points increases their impact.

### **13. Learn From the Best PowerPoint Presentations**

Some presentations are better than others. Look at other presentations for ideas before creating your own. Keep an eye on how the use of visuals and layouts.

### **14. Make it Actionable**

Provide something at the end of your presentation that your audience can do immediately to take action. This is the exclamation point at the end of your talk. It's where you wrap everything up and bring everything together. What can your audience do when they walk out of the room to put what they learned into action?

Guidelines for an effective presentation session:

- Your presentation should be to the point and focusing over actual purpose.
- There should be a professional look deciding your organizations identity.
- You need to practice properly before delivering a presentation in any seminars.
- There should be less text, and maximum possible graphics in presentations.
- Take care of your time, users positive responses, and their ease, don't make people bored with longer duration presentations.
- There should be uniform colors and font appearance throughout the presentation to avoid in-convenience.

### **IMPORTANCE OF POWERPOINT PRESENTATION.**

PowerPoint Presentations are a way of attracting audience towards your views and arguments. It is one of the most helping factors behind success of every meeting. There are various uses of power point presentations, some of them are integrated. The most popular uses of power point

presentations are in modern days learning, corporate training sessions, business and marketing meetings, and sales gatherings.

- Learning Solutions

Power point presentation combines audio and visual both aspects, making it easier to understand for audience. Even the normal teaching or training becomes interactive by just using presentations in lectures. These days school, colleges and institutions are providing tailor made presentations to students for different topics in syllabus of study. That makes learning easier and interactive for students.

- Corporate Training Session

Power point is an essential ingredient of every corporate training session. Top executives and manager (marketing and sales) use this powerful tool to train their junior's or associates to give them better, interactive and more effective training. It's always beneficial and less time consuming for corporate trainers, if they use these tools in their sessions, it generates more results.

- Marketing Strategy

Powerful tools and options present in Microsoft power point, makes it easier for people in marketing, advertising, and sales to make presentations for motivation of their subordinates. Inclusion of different types of charts, images, clip-arts, other graphical structures, makes a presentation eye catchy. Animation and sound effects add extra emphasis on these presentations making them look more interactive.

## **CREATING INTEREST AND ESTABLISHING A RELATIONSHIP WITH THE**

## AUDIENCE

Do not assume the audience will be interested in what you have to say. Even if they are, minds wander and get distracted. From the very beginning you need to create interest and continue doing so throughout your speech. You need to put everything on your side to promote knowledge acquisition. In informing an audience you have to adjust to what people think, to constraints, maintain a dialogue (and not a monologue) and use attractive supporting materials.

- Arouse listeners' interest from the beginning. In the introduction show how your subject or what you are going to say affects or may affect their lives. In other words, make it personal.
- Other techniques are:
  - Give an unusual fact or statistic.
  - Use words like you, we, us, our.
  - Illustrate with a real life story or anecdote.
  - Ask the audience to do something. "Raise your hands if you know."
  - Ask the audience direct or rhetorical questions.
- Other tips:
  - Be brief and clear in giving the subject and purpose.
  - The speaker's attitude is important - knowledge, personality, openness. Be lively and enthusiastic.
  - Use a variety of media sources.

## VISUAL AIDS

Visual aids can be a very powerful tool to enhance the impact of your presentations. Words and images presented in different formats can appeal directly to your audience's imagination, adding power to your spoken words.

Think of using visual aids for the following reasons:

- if they will save words - *don't describe your results - show them;*
- if their impact would be greater than the spoken word - *don't describe an image - show it.*

Think about using a variety of different visual images. Try using photographs, tables, diagrams, charts, drawings, key words, or video sequences. Be creative and deliberate in your choice of images to achieve the most impact.

Think of your next presentation. How can you display your material visually? What techniques might help you present your argument or results in a stimulating way? What might add emphasis to your spoken words?

### **When to use visual aids**

Words and images can be used throughout your presentation from the introduction to the conclusion. However, remember to restrict their use to key moments in your presentation; an over use of visual aids can be hard to follow.

Think about using visual aids at the following times:

#### **Introduction**

- display the title of your presentation;
- define particular technical terms or units;
- indicate a structure to your presentation by listing your main points;
- display an image which encapsulates your theme(s);
- highlight a question you intend answering during the course of your presentation;

**Main points**

- highlight new points with an appropriate image or phrase;
- support technical information with clearly displayed data;
- indicate sequence by linking points together;
- offer evidence from your research to support your argument;

**Conclusion**

- summarise your main points on a slide;
- present your conclusion in a succinct phrase or image;
- display your key references to allow your audience to read more on your topic.

**DIFFERENT TYPES OF VISUAL AIDS**

There are many different types of visual aids. The following advice will help you make the most of those most commonly used.

**PowerPoint (or equivalent)**

Microsoft PowerPoint is probably now the most commonly used form of visual aid. Used well, it can really help you in your presentation; used badly, however, it can have the opposite effect. The general principles are:

**IMPORTANCE OF VISUAL AIDS**

- help explain your points.
- act as supporting evidence.
- add visual interest.

Do	Don't
use a big enough font (minimum 20pt)	make it so small you can't read it
keep the background simple	use a fussy background image
use animations <i>when appropriate</i>	but don't over-do the animation - it gets distracting

make things visual	use endless slides of bulleted lists that all look the same
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### Overhead projector slides/transparencies

Overhead projector slides/transparencies are displayed on the overhead projector (OHP) — a very useful tool found in most lecture and seminar rooms. The OHP projects and enlarges your slides onto a screen or wall without requiring the lights to be dimmed. You can produce your slides in three ways:

- pre-prepared slides : these can be words or images either hand written/drawn or produced on a computer;
- spontaneously produced slides: these can be written as you speak to illustrate your points or to record comments from the audience;
- a mixture of each: try adding to pre-prepared slides when making your presentation to show movement, highlight change or signal detailed interrelationships.

Make sure that the text on your slides is large enough to be read from the back of the room. A useful rule of thumb is to use 18 point text if you are producing slides with text on a computer. This should also help reduce the amount of information on each slide. Avoid giving your audience too much text or overly complicated diagrams to read as this limits their ability to listen. Try to avoid lists of abstract words as these can be misleading or uninformative.

### White or black board

White or black boards can be very useful to help explain the sequence of ideas or routines, particularly in the sciences. Use them to clarify your title or to record your key points as you introduce your presentation (this will give you a fixed list to help you recap as you go along). Rather than expecting the audience to follow your spoken description of an experiment or process, write each stage on the board, including any complex terminology or precise references to help your audience take accurate notes. However, once you have written something on the board you will either have to leave it there or rub it off - both can be distracting to your audience. Check to make sure your audience has taken down a reference before rubbing it off - there is



nothing more frustrating than not being given enough time! Avoid leaving out of date material from an earlier point of your presentation on the board as this might confuse your audience. If you do need to write 'live', check that your audience can read your writing.

### **Paper handouts**

Handouts are incredibly useful. Use a handout if your information is too detailed to fit on a slide or if you want your audience to have a full record of your findings. Consider the merits of passing round your handouts at the beginning, middle and end of a presentation. Given too early and they may prove a distraction. Given too late and your audience may have taken too many unnecessary notes. Given out in the middle and your audience will inevitably read rather than listen. One powerful way of avoiding these pitfalls is to give out incomplete handouts at key stages during your presentation. You can then highlight the missing details vocally, encouraging your audience to fill in the gaps.

### **Flip chart**

A flip chart is a large pad of paper on a stand. It is a very useful and flexible way of recording information during your presentation — you can even use pre-prepared sheets for key points. Record information as you go along, keeping one main idea to each sheet. Flip back through the pad to help you recap your main points. Use the turning of a page to show progression from point to point. Remember to make your writing clear and readable and your diagrams as simple as possible.

### **Video (DVD or VHS)**

Video gives you a chance to show stimulating visual information. Use video to bring movement, pictures and sound into your presentation. Always make sure that the clip is directly relevant to your content. Tell your audience what to look for. Avoid showing any more film than you need.

### **Artefacts or props**

Sometimes it can be very useful to use artefacts or props when making a presentation (think of the safety routine on an aeroplane when the steward shows you how to use the safety

equipment). If you bring an artefact with you, make sure that the object can be seen and be prepared to pass it round a small group or move to different areas of a large room to help your audience view it in detail. Remember that this will take time and that when an audience is immersed in looking at an object, they will find it hard to listen to your talk. Conceal large props until you need them; they might distract your audience's attention.

### **Designing visual aids**

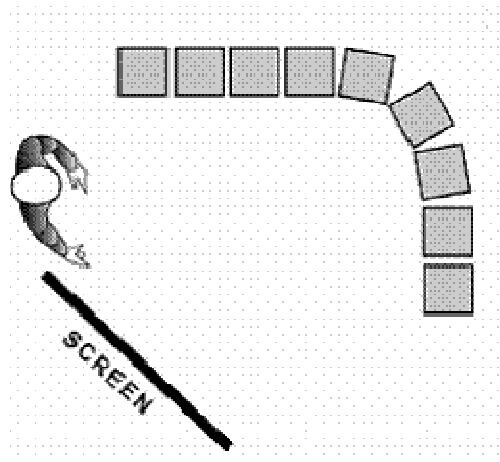
There are many different rules for designing visual aids, some of which will apply directly to different kinds of equipment. In general, sticking to the following guidelines will produce high quality visual images:

- use one simple idea for each visual;
- make the text and diagrams clear and readable;
- avoid cluttering the image;
- keep your images consistent (use the same font, titles, lay out etc. for each image);
- make sure your images are of a high quality (check for spelling and other errors).

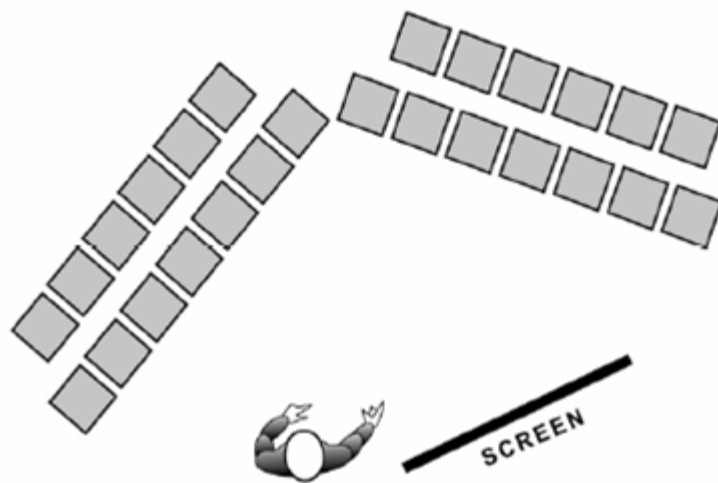
Always remember that an audience should be able to understand a visual image in a matter of seconds.

### **Room layout**

Remember that your audience needs to be able to see you as well as your visual aids. Try to involve every member of your audience by changing the layout of your room. Below are some suggested layouts to help maximise contact between you, your audience and your visual aids.



Speaking to small audiences



Speaking to larger audiences

Try these arrangements in different settings. Use them to create different atmospheres; for example, an intimate setting might suggest an informal tone, whilst placing yourself at a distance might suggest a more formal relationship.

There is nothing worse than a presenter struggling with their visual aids. Be familiar enough with your tools to ensure that you won't be thrown if something goes wrong. A confident use of visual aids will help marry them to your spoken presentation helping them become part of an impressive performance.

**BUSINESS COMMUNICATION -17AEC101****UNIT –V****POSSIBLE QUESTIONS****PART – B**

1. Mention the merits in oral communication?
2. Write a short note on visual communication?
3. Mention the merits in visual communication?
4. List out the importance of oral communication?
5. Give the importance of Audio Visual Communication?
6. Write a short note on power point presentation?
7. State the meaning of audio visual communication?
8. List out the types of oral presentation?
9. Bring out the importance of presentation plan?
10. Write a short note graphical presentation and animation?

**\*CIA- 3 X 2 = 6 (ANSWER ALL THE QUESTIONS)**

**\*\*ESE – 5 X 2 = 10 (ANSWER ALL THE QUESTIONS)**

**PART – C**

1. Describe the advantages and disadvantages of the telephone mean of communication?
2. Explain the essentials of poster mean of visual communication?
3. Describe the guidelines to be followed for good communication through the mean of telephone?
4. Describe the role of audio visual communication?
5. Determine the procedure for effective telephone communication?
6. Elucidate the process in dictating letters?
7. Describe the importance for choosing power point presentation?
8. Elaborate the essentials, merits and demerits in oral presentation?

**\*CIA- 3 X 8 = 24 (EITHER OR TYPE)**

**\*\*ESE – 5 X6 = 30 (EITHER OR TYPE)**

**KARPAGAM ACADEMY OF HIGHER EDUCATION  
DEPARTMENT OF MANAGEMENT**

**FIRST SEMESTER - I BBA (BATCH: 2017-2020)**

**BUSINESS COMMUNICATION -17AEC101**

**PART - A (Online Examination) - Multiple Choice Questions**

**UNIT - I**

**PART -A (EACH QUESTIONS CARRY ONE MARK)**

S.No.	Questions	Opt 1	Opt 2	Opt 3	Opt 4	Answer
1	Communication is _____ of facts, ideas, opinions by two or more persons.	Exchange	Foreign exchange	Control	Understanding	Exchange
2	_____ channel of	Formal	Informal	Horizontal	Vertical	Informal
3	The downward communication flow from _____	A subordinate to a superior	A subordinate to a subordinate	A superior to a superior	A superior to a subordinate	A superior to a subordinate
4	Examples of oral communication	Letter	e-mail	Telephone	Fax	Telephone
5	Written communication includes _____	Reports and forms	Interviews.	Film	Speaking	Reports and forms
6	Communication saves time	Internal	Interview	Oral	Schedule	Oral
7	Internal communication is a	Banker and	Superiors and	Salesman and	Insurance	Superiors and
8	Telephonic conversation is a	Verbal	Non-verbal	Visual	Written	Non-verbal
9	Envelopes containing transparent papers to show the address are	Window envelops	Easy envelop	Address envelop	front envelop	Address envelop
10	In the communication cycle, the process of retranslation of signals	Encoding	Decoding	Response	Feedback	Decoding
11	If each line in the inside address is started after leaving a small gap, it	Block form	Correct form	Indented form	Address form	Indented form
12	The inside address should be	Below the	Above the heading	Above the	Above the date	Above the
13	Reports from the subordinates to	Upward	Downward	Face-to-face	Visual	Upward
14	Pictures, slides, films fall	Body languages	Audio-visual	Reporting	Visual	Audio-visual

15	Realizing the potential of the self is	Communication	Language	Skill	Personality	Personality
16	A memo is an example for	Internal	External	Lateral	Written	Internal
17	Gestures is an example for	Body language	Grammar	Speeches	Written	Body language
18	The term communis derived	Greek	Latin	Chinese	English	Latin
19	Grapevine communication is associated with _____	Formal	Informal	Horizontal	Vertical	Informal
20	Audio Visual communication	Auditory only	Visual only	Both auditory &	Written	Both auditory &
21	Communication problems	Enquire	Barriers	Encoding	Decoding	Barriers
22	Posters fall under	Oral	Visual	Written	Spoken	Visual
23	Informal communication is	Grapevine	Lateral	Visual	Horizontal	Grapevine
24	Horizontal communication flows through _____	face-to-face discussion.	telephonic talk	periodical meeting	face-to-face discussion, telecommunication, periodical	face-to-face discussion, telecommunication, periodical
25	Face-to-face communication means	visual	direct conversation	oral	written	direct
26	Physical Barriers to	time and distance	interpretation of	denotations	connotations	time and
27	_____ is the process	consensus	horizontal	vertical	meaning	consensus
28	Information must	accurate, complete,	inaccurate,	irregular	clear	accurate,
29	Effective advice _____	is both man-	is given in the	promotes	is both man-	is both man-
30	Audio-Visual communication is	publicity &	policies & political	save & store	Publicity &	publicity &
31	When- Respected Sir- is the	Yours sincerely	Yours faithfully	Yours	Yours lovingly	Yours sincerely
32	Appropriate salutation for an	My Dear Sir	Sir	Dear Sir	Sir Mr. X	Sir
33	A group discussion of a real life	discussion	listening	case study	Reading	discussion
34	Subscription of a	contains principal	contains name and	contains name	Place and date	contains name
35	Post script appears in a	in the beginning	in the middle	in the end	never appears	never appears
36	Complementary close or	different	consistent	opposite	parallel	consistent
37	The possibility of	brain drain	output	channel	medium	brain drain
38	The information the receiver gets is	message	output	input	source	message
39	Information about its products	external	internal	planning	deciding	present and
40	A business letter serves as a record	past	present	future	present and	present and



41	_____ is the essential aspect of	enclosure	letter	telephone	feedback	feedback
42	Communication is the _____ of	Backbone	life blood	Back bone and	No value	Back bone and
43	The aim of _____ should be	order	warning	suggestion	Counseling	order
44	Warning can be _____	general or specific	specific	particular	Completely	general or
45	Motivation should be achieved	monetary	making the	making	monetary,	monetary,
46	The ability to communicate	is a natural talent	depends on the	can be learned	depends on not	can be learned
47	_____ are welcome, for it is	suggestion	order	courtesy	complaint	suggestion
48	_____	oral	written	vertical	audio visual	oral
49	_____ Communication is	written	oral	visual	face-to-face	oral
50	_____ is a more powerful	speaker	receiver	speech	decoder	speaker
51	_____ is quite often a physical	noise	interpretation of	by passed	only instruction	noise
52	_____ is the process of	consensus	horizontal	vertical	upward	consensus
53	Contents of offers and quotation	details of product	pleasing tone	request for price	request for	details of
54	Audio-Visual communication is	publicity &	policies & political	save & store	Education &	publicity &
55	Employees should encourage	information	guidelines	suggestion	order	suggestion
56	The letter should be based on	attitude	you attitude	we attitude	my attitude	you attitude
57	The reimbursement of expenses is	principal	agent	subordinate	owner	subordinate
58	_____ Interpretation of data	recommendation	suggestion	conclusions	complaint	suggestion
59	Communication network in any	internal & external	verbal & written	oral & non-	feedback	internal &
60	Empathy leads to	greater receptivity	more involvement	greater focus	causality	greater focus

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**BUSINESS COMMUNICATION -17AEC101**  
**PART - A (EACH QUESTIONS CARRY ONE MARK0 (Online Examination) - Multiple Choice Questions**  
**UNIT - II**

S.No.	Questions	Opt 1	Opt 2	Opt 3	Opt 4	Answer
1	Colours also have a _____ effect.	psychological	physiological	sociological	socio psychological	psychological
2	Blue colour refers _____	sincerity	traditional	danger	faith	sincerity
3	When the words spoken or written in the communication are not understood by the receiver in the same _____	semantic barrier	physical barrier	socio-psychological	psychological	semantic barrier
4	Informal communication is otherwise known as _____	person to person communication	internal communication	external communication	Authoritative communication	internal communication
5	Facial expressions and gestures are known as _____	face to face communication	oral communication	oral and face to face communication	Multimedia communication	oral communication
6	Listening helps to make _____ effective.	communication	oral communication	visual communication	report	communication
7	Communication in an organization should ideally flow _____	from top to bottom	from bottom to top	both ways	horizontally	from top to bottom
8	The participants of a board meeting are _____	member	directors	member and directors	outsiders	member

9	_____ are the official records of the proceeding of a meeting.	Agenda	Minutes	Notice	notes	Agenda
10	Minutes of resolutions is only resolutions _____	recorded	development	decision-making	authenticated	recorded
11	A report is a basic management tool used in _____	personality development	decision - making	individual development	Self motivation	personality development
12	Press reports refers to _____	reports in newspapers	reports through letters	oral communication	written communication	reports through letters
13	An informal report is usually in the form of a _____ communication.	person to person	prescribed form	regular intervals	authoritative	person to person
14	A concise and accurate record of the proceedings at a meeting is called as _____	resolution	minutes	invoice	agenda	resolution
15	List of items of business to be considered at a meeting is called as _____	agenda	dividend	prospectus	reports	prospectus
16	An Agenda prepared in connection with _____	meeting	business tours	exhibition	personal notes	meeting
17	Minutes of a meeting are usually prepared by _____	secretary	chairman	shareholder	laymen	laymen
18	_____ is a communication which contains the decision of the higher authority of the organization.	amendment	resolution	debate	minutes	resolution
19	A collection letter is associate with _____	debtors	creditors	company	customers	debtors
20	A report prepared in a prescribed form and presented according to an established procedure is _____	formal	informal	statutory	general	formal
21	The minute books are the _____ book of the company.	subsidiary	statutory	obligatory	secondary	statutory

22	The value mail, e-mail, video conferencing etc., some of the _____ based media of communication.	computer	traditional	science	rules	science
23	_____ and testimonials are important because they express the opinion of others the applicants	references	qualification	service certificate	letters	service certificate
24	Statutory Report is _____	an informal report	not having legal sanction	always a statistical report	Formal report	an informal report
25	A report prepared and presented according to the form and procedure laid down law is called a _____	law report	procedure report	company report	statutory report	law report
26	A circular is a form of _____	oral communication	face-to-face communication	group communication	visual communication	oral communication
27	Dunning letters are also called _____	collection letters	letter of credit	compliant letters	Suggestion letters	collection letters
28	C.I.F. means _____	Cost, Indent and Freight	Cost, Insurance and Fare	Cost, Insurance and Freight	Cost, Indent and Fare	Cost, Insurance and Freight
29	Letter of credit is issued _____	by bank	by supplier	by customer	By public	By public
30	Circular letter is meant for _____	mass communication	personal communication	secret communication	Informal communication	mass communication
31	Marine insurance is effected FPA. FPA denotes _____	free of particular average	free of particular assignment	free of partial average	Fare of particular assignment	free of partial average
32	Exit communication takes place when an employee _____ the organization.	entry	learning from.	enter into	leaves	enter into

33	Clearance sales refer to _____	sale of pure chemicals	sale of detergents	sale of food products	Sale of chemicals	sale of detergents
34	_____ means giving a particular bias to the reality	abstracting	slanting	inferring	information	slanting
35	Internal communication is necessary because _____	business activities are easy	business has grown in size	government needs certain information	employees expects some information	business has grown in size
36	Unsolicited communication is a _____	physical barrier	semantic barrier	social barrier	socio-psychological barrier	socio-psychological barrier
37	Part of the message is lost in transmission is _____	poor retention	inattentiveness	faulty transmission	emotions	faulty transmission
38	_____ stands for mental health	morale	motivation	co-operation	coordination	morale
39	_____ is a very conscious process of communication	warning	order	action	education	education
40	The effort to influence the attitudes, feeling or beliefs is _____	instruction	persuasion	suggestion	motivation	persuasion
41	A _____ is a specific offer for sale.	enquiry	quotation	reply	statement	quotation
42	CWO stands for _____	cash with offer	cash with order	cash with option	cash with opinion	cash with order
43	Business letter must possess the quality of _____	coherence	incompleteness	faultiness	jargons	coherence
44	_____ means the right use of putting in points or stops in writing.	exclamation	semi colon	comma	full stop	full stop
45	An informal report is usually in the form of a _____ communication.	person to person	many to one	one to many	company to company	person to person
46	A report as per law and procedure is called	formal report	statutory report	non statutory report	informal report	statutory report

47	_____ reports are prepared and presented at regular and prescribed intervals	periodic reports	special reports	informal reports	non-periodical reports	periodic reports
48	_____ is a basic management tool used in decision-making.	business letter	report	document	specific reports	report
49	_____ depends on the proper arrangement of fact	precision	completeness	clarity	coherence	clarity
50	_____ is the list of words used in the reports.	conclusion	glossary	index	reference	glossary
51	_____ is the main part of the report.	conclusion	recommendations	description	references	description
52	_____ is the first part of the body of the report.	contents	introduction	conclusion	abstract	introduction
53	_____ are related to a single occasion or situation.	non-recurrent reports	investigative reports	special reports	formal reports	special reports
54	_____ should come as a logical conclusion to investigation and analysis	recommendations	suggestion	inferences	conclusions	inferences
55	_____ is a device by which losses suffered by a few are shared by many.	insurance	cheque	finance	risk bearer	insurance
56	_____ of information subsystems provides more meaningful management information.	co-ordination	integration	direction	planning	integration
57	_____ system monitors and control physical processes.	process	transaction	operations	office automation	process
58	_____ enhances office communications and productivity.	office automation	executive systems	decision making	strategic systems	office automation
59	_____ is an integrated user-machine system.	management information system	executive system	decision making system	knowledge based system	management information system

60	_____ system provides expert advice for operational chores.	business	operation support	end user systems	expert systems	expert systems
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**BUSINESS COMMUNICATION -17AEC101**  
**PART - A (EACH QUESTIONS CARRY ONE MARK) (Online Examination) - Multiple Choice Questions**  
**UNIT - III**

S.No.	Questions	Opt 1	Opt 2	Opt 3	Opt 4	Answer
1	_____systems provide network resources for direct hands on computing.	MIS	DSS	end user computing	expert systems	end user computing
2	_____ systems process data resulting from business transactions.	transaction processing	DSS	office Automations	MIS	transaction processing
3	EDP stands for_____	enterpreneurial development programme	electronic data processing	electronic data passing	electronic data patroning	electronic data processing
4	_____ is usually indicated if anything is to be attached to a letter.	appendix	annexures	index	enclosures	enclosures
5	_____ is an important element in all business letters.	signature	letter head	salutation	complimentar y close	salutation
6	_____ is something written after the letter is closed.	copy distribution	enclosures	postscripts	reference	postscripts
7	_____ is the process of arriving at agreement through consultation.	consensus	grapevine	informal	braindrain	braindrain
8	An _____ report can be denied at any time	oral	written	special	informal	oral
9	A _____ report is one which is prepared in a prescribed form.	oral	written	informal	formal	formal
10	Reports submitted by the branch manager is a _____ report.	technical	logical	individual	special	individual
11	An abstract is also called as _____	introduction	synopsis	inference	content	synopsis



12	Status enquiries are made for the following purpose _____	for complaint	for job	for credit sales	for knowing the status	for credit sales
13	An offer to sell goods at a price and conditions specified is called _____	prospectus	resolution	quotation	offer	quotation
14	The minimum number of members necessary for a meeting is called as _____	quorum	resolution	proxy	prospectus	quorum
15	Request for an overdraft is written to _____	secretary	director	banker	company	banker
16	Letter announcing reduction of prices is called _____	sales letter	circular letter	collection letter	offer letter	offer letter
17	Report in the form of a person-to-person communication is _____	formal report	informal report	statutory report	non-statutory report	informal report
18	Bio-data is enclosed with the following letter _____	sales letter	application letter	complaint letter	collection letter	application letter
19	The words CIF are used in the following letters _____	circular letters	complaint letter	export business letter	agency letter	export business letter
20	The report published through newspaper is called as _____	annual report	business report	budget report	press report	press report
21	Post script is _____	vital information	relation information	important information	Additional information	Additional information
22	Informal communication network within the organization is known as _____	interpersonal communication	intrapersonal communication	mass communication	grapevines	grapevines

23	Which of the following is NOT an external business written communication _____	complaint letter	curriculum vitae	memo	enquiries letter	memo
24	Effective communication can only be achieved when	the audience is understood	feedback is encouraged	thoughts are organized	systematic delivery of speech	the audience is understood
25	Which of the following is NOT a way to help generate ideas when writing _____	brain storming	free writing	guessing	clustering	guessing
26	Words that have more than one meaning are called as _____	equivocal terms	jargon	trigger words	biased language	equivocal terms
27	_____ is personal and professional	advice	counseling	order	suggestion	counseling
28	An effort to influence the attitude and feeling of others is _____	persuasion	suggestion	advice	appreciation	persuasion
29	A forceful means of communication which demands immediate action is _____	warning	motivation	persuasion	advice	warning
30	A written message which is conveyed over an electronic network is	notice	fax	telegram	e-mail	e-mail
31	Interaction between two people is _____	dyadic communication	group discussion	symposium	conference	dyadic communication
32	_____ involves both person to person as well as person to group interaction	Team Work	Group Discussion	Criticism	Communication	Group Discussion
33	Group Discussion is also used as a _____ for personality assessment of candidates for job selection.	Resource	Technique	Tool	Solution	Technique

34	Excessive talking does not mean _____	Naughty	Crooked	Communication	Discussion	Communication
35	There is a difference between an opinion and a _____	Suggestion	Idea	Perception	Assumption	Suggestion
36	_____ is nothing more than a battle of egos and results in a yelling contest	Emotion	Mind	Argument	Decision	Argument
37	Body of a letter is divided into _____ parts	1	2	3	4	3
38	The _____ body of the presentation should be broken into short and clear units	Main	Middle	Upper	Lower	Main
39	_____ of the letter consists of main message	Heading	Body	Greeting	Closing	Body
40	The _____ of business letter is called layout	Body	Content	Pattern	Body, Content and Pattern	Body, Content and Pattern
41	Goals help us to _____	Communicate	Success	Success	Motivate	Communicate
42	Which of the following does NOT involve communicating in the workplace?	Answering customer letters	Listening to instructions	Lifting heavy boxes	Working on a team project	Lifting heavy boxes
43	The primary audience for a business message is made up of	people who represent the opinions of the majority	everyone who receives it	decision makers in an organisation	Individual	decision makers in an organisation
44	Report writing style should _____	contain personal pronouns	use the 'you' approach	avoid emotional language	personal approach	avoid emotional language

45	The part of the report that presents the findings and information that are analysed and discussed is the_____	introduction	conclusion	body or centre section	sub heading	body or centre section
46	An executive summary_____	offers a conclusion to a report	Briefly states the purpose of the report, methods, findings and conclusions	focuses on the recommendations	focuses on the reports	Briefly states the purpose of the report, methods, findings and conclusions
47	The type of edit that focuses on reviewing the ideas that are expressed is _____	the mechanical style edit	the substantive edit	the language edit	the format edit	the language edit
48	The formal statement advising that the report has been completed within the terms of reference and by the due date is called _____	a title page	an introductory letter	a letter of transmittal.	acknowledgements	a letter of transmittal.
49	Which of the following is NOT a problem when calling for a meeting_____	Personal agenda	Team spirit	Interpersonal conflicts	Cultural differences	Team spirit
50	Which of the following is NOT an external business written communication _____	Complaint letter	Curriculum Vitae	Memo	Enquiries letter	Memo
51	Report can be _____	Oral	Written	Oral as well as Written	Only Written	Oral as well as Written
52	An informal report is usually in the form of _____	person to person	many to one	one to many	company to company	person to person
53	A report as per law and procedure is called _____	formal report	statutory report	non statutory report	informal report	statutory report.

54	_____ reports are prepared and presented at regular and prescribed intervals	periodic reports	special reports	informal reports	non-periodical reports	periodic reports
55	_____ is a basic management tool used	business letter	report	document	specific reports	report
56	_____ is the list of words used in the report	conclusion.	glossary	index	reference	glossary
57	_____ is the main part of the report	conclusion.	recommendation	description	references	description
58	_____ is the first part of the body of the report	contents	introduction	conclusion	abstract	introduction
59	_____ are related to a single occasion or event	non-recurrent reports	investigative	special reports	formal reports	special reports
60	An _____ report can be denied at any time	oral.	written	special.	informal.	oral

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**FIRST SEMESTER - I BBA (BATCH: 2017-2020)**

**PART - A (EACH QUESTIONS CARRY ONE MARK) (Online Examination) - Multiple Choice Questions**

**BUSINESS COMMUNICATION -17AEC101**

**UNIT - IV**

S.No.	Questions	Opt 1	Opt 2	Opt 3	Opt 4	Answer
1	The primary purpose of speechmaking is to	gain a desired response from the audience	learn more about the audience	gain experience	display the speaker's personality	gain a desired response from the audience
2	Audience analysis is an important factor in which of the following _____	selecting a topic	organizing the speech	choosing supporting materials	speech, choosing supporting materials and selecting a topic	speech, choosing supporting materials and selecting a topic
3	Audience adaptation is an important factor in which of the following _____	choosing the speech topic	preparing the speech	presenting the speech	choosing the speech topic, preparing the speech and presenting the speech	choosing the speech topic, preparing the speech and presenting the speech
4	Audience adaptation is an important factor in which of the following _____	formulating a specific purpose	writing an introduction and conclusion	choosing visual aids	purpose, writing an introduction and conclusion and choosing visual aids	specific purpose, writing an introduction and conclusion and
5	The fact that audiences are egocentric means that	listeners believe the speaker is concerned above all else	listeners are concerned above all else	listeners interpret the speaker's message in terms of their own interests	speech	concerned above all else
6	Which of the following is a demographic factor?	interest	attitude	size	gender	gender
7	The speaker will usually dictate how long a speech will last based on	size of the audience	occasion	physical setting	topic	occasion
8	According to your textbook, what are the five factors that determine the length of a speech?	gender, knowledge, interest, and attitude	interest, background, and attitude	size, occasion, and knowledge	knowledge, interest, and attitude	and attitude
9	Which of the following elements usually determines the length of a speech?	the audience's desire for information	the physical setting	the audience's attitude	the occasion for the speech	the occasion for the speech
10	A questionnaire item that gives the respondent a choice of answers is called a	inductive question	open-ended question	leading question	informal question.	open-ended question.
11	The method of science requires that a hypothesis be	verify data.	state a hypothesis	derive a hypothesis	hypothesis in a form that can be tested	hypothesis in a form that can be tested

12	When analyzing a past president to	Big Five	content analysis	personality assess	Implicit Personality Th	content analysis
13	The _____ body of the presenta	Main	Middle	Upper	Lower	Main
14	are usually short messages with nat	Formal reports	Informal reports	Short reports	Progress report	Informal reports
15	are ____ basic parts of a formal rep	Prefatory Parts	Text Parts	Supplementary P	Body parts	Supplementary Parts
16	Classification of Report is:	Informal reports,	Formal reports	Formal or Inform	Informal reports, Long	reports , Short or
17	Which writing style characterizes th	Informal	Formal	Impersonal tone.	Neutral	Informal
18	prepared at regular time interval-	Periodic Reports	Formal Reports	Progress Reports	Conference Reports	Periodic Reports
19	What are the three general purposes	To persuade, act	To inform, mak	To inform, pers	Reports	people laugh, &
20	What kind of topics are important f	Any kind of topi	Topics that only	Topics that matte	your listeners, as well	your listeners, as
21	What does a successful speech req	both sources	To write about	Talk about a subj	Speak	sources and the
22	The proper use of sounds to form w	Pitch	Personification	Pronunciation	Pronouncation	Pitch
23	All of the following are dime	Public or private	Formal or inform	Monologic or dia	Monologic and dialog	Formal or informal de
24	The following are all generic speak	Analysis	Style	Organization	Research	Analysis
25	In educational presentations, a “del	The speech outli	A PowerPoint s	The speech	assigned to accompany the	assigned to accompany the
26	All of the following are typic	Marketing presen	Employment in	Project proposals	Training sessions	Training sessions
27	What is the purpose of a ceremonia	to meet a need	to transmit idea	to evoke emotion	to swaying opinions	to meet a need
28	All of the following are typical spe	Presenting the W	Proposing a toa	Telling a joke	Nominating a candidat	Nominating a candida
29	All of the following are typic	Talk shows	Public debates	Community foru	Rallies	Community forums
30	According to your text, a seri	symposium	panel	forum	debate	debate
31	A skill resume	Summarizes wha	Can showcase a	Emphasizes degr	person's education	abilities and
32	Which of the following should NO	Technical jargon	Marital Status	Names of honor	Personality traits	Marital Status
33	A chronological resume is appropri	You want to emp	You are changin	you want to show	experience are not the	You want to emphasi
34	Employers will be most likely to re	are more than on	do not include t	Contain grammar	and credentials in	Contain grammatical
35	Which of the following is a techniq	Presenting it in v	Including it as p	Using very little	middle of a page	Presenting it in vertic

36	Which of the following should NOT be used in a resume?	Complete sentences	The word "I"	Sentence fragments	verbs that end with "ing"	The word "I"
37	Which of the following is not appropriate for a resume?	Additional white space	Placing the education first	Using several colors	Including bullets	Using several colors
38	Mr. John is involved in some capacity with the local community. Which of the following should be included in a resume?	Chronological resume	Skill resume	resume	Gender	Skill resume
39	The kind of information should be included in a resume?	Work experience	Education	Affiliation and membership	Education and	Education and
40	Which one of the following is NOT a good idea for a resume?	Contact Information	Objectives	Work experience	Religious background	Religious background
41	The best way to apply for a job is to	Specifically write a letter	Full of personal details	Suitable for any job	Self-recommending	Specifically written for the job
42	The application letter and the resume should	The same task	overlapping tasks	Two different tasks	Two opposite tasks	Two different tasks
43	A summary placed at the beginning of a resume is called	Statement of objectives	Preface	Synopsis	Letter of recommendation	Preface
44	The application letter is:	Description of your qualifications	a summary of your qualifications	a foreward	a statement of your job qualifications	core strengths and
45	The chances that an interview will be successful are increased by	preparing by research	Learn about the company	Wait for the interview	listen actively to the interviewer	interviewer to
46	All of the following are recommended for a job applicant except	bringing a notebook	preparing a practice interview	bringing extra copies of resume	employees wear at the interview	video of yourself
47	A job applicant should prepare a list of	Salary details	Profitability of the company	Training opportunities	Casual leave details	opportunities for
48	All of the following are examples of questions to ask in an interview except	Where do you see yourself in five years?	What have you learned from your previous employers?	how do you fit to the job?	What is your greatest weakness?	yourself in thirty
49	The best time to begin discussing salary is	during the job interview	after you get the job	In the follow-up	In the job application letter	after you get the job
50	If you have more than one job offer, you should	Am I willing to take the job?	Am I willing to take the job?	Where do I need to go?	time to look for	me time to look for
51	Which is NOT typical behavior of a candidate in an interview?	having eye-contact	Using technical terms	Asking questions	questions asked	about who its
52	Tease or stress questions are intended to	the candidate's test	The candidate's test	The candidate's stress	handles them	handles them
53	In an interview, if you do not know the answer, you should	Bluff	Keep guessing	Remain quiet	know the answer	know the answer
54	Which of the following is a good interview tip?	Do not bring any questions	criticize your former employer	Remember to smile	Provide yes or no answers	Remember to smile
55	The word interview comes from:	French	Germany	Latin	Italic	Latin
56	The person who answers the questions is the	Interviewer	Interviewee	Panel member	Manager	Interviewee
57	The person who asks the questions is the	Interviewer	Interviewee	Panel member	Manager	Interviewer
58	Which type of interview follows a set format?	Structured interview	Un Structured interview	Stress interview	Appraisal interview	Structured interview
59	Which type of interview does not follow a set format?	Structured interview	Un Structured interview	Stress interview	Appraisal interview	Un Structured interview
60	It is designed to place the interviewee under stress.	Structured interview	Un Structured interview	Stress interview	Appraisal interview	Stress interview



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**KARPAGAM ACADEMY OF HIGHER EDUCATION****DEPARTMENT OF MANAGEMENT****FIRST SEMESTER - I BBA (BATCH: 2017-2020)****BUSINESS COMMUNICATION -17AEC101****PART - A (EACH QUESTIONS CARRY ONE MARK) (Online Examination) - Multiple Choice Questions****UNIT - V**

S.No.	Questions	Opt 1	Opt 2	Opt 3	Opt 4	Answer
1	There was no <u>cause of anxiety</u> .	cause for	cause to anxiety	cause with	cause in anxiety	cause for anxiety
2	He <u>is working in</u> the company since 2000.	is working with	is working at	has been	have been	has been working
3	She is not only pretty <u>but very charming</u> .	very also a	very charming	but also very	Charming	but also very
4	He stopped <u>to work</u> two hours ago.	working	at work	with work	to have work	working
5	The biggest difference between speech	reading	writing	words	sounds	sounds
6	Spoken ideas are usually shorter than	written	read	listened	written and read	written
7	_____ language tends to be more	Spoken	Written	Listened	Read	Written
8	In _____ comprehension the listener needs	listening	reading	writing	speaking	listening
9	_____ is not understanding what words	Skimming	Scanning	Comprehension	Note Taking	Comprehension
10	Speech sounds can be classified into	three	four	six	two	two
11	Words spoken out of _____ can	Sincerity	Affection	Bitterness	Happiness	Bitterness
12	Oral Presentation aims at _____	providing	solving problems	entertaining the	providing	providing
13	Presentation can be _____	individual	group	individual and	only individual	individual and
14	Steps in the process of oral presentation	Planning	writing	completing	Planning writing	Planning writing
15	Steps while presenting an oral report are	to determine the	to find out the	to organize the	to determine, to	to determine, to
16	Audio Visual communication combines _____	auditory only	visual only	both auditory	written.	both auditory &
17	Pictures, slides, films fall under _____	body languages	audio-visual	reporting	visual	audio-visual
18	Posters fall under _____ communicati	oral	visual	written	spoken	visual
19	suitable for mass _____ and mass _____	publicity &	policies &	save & store	Publicity &	publicity &
20	One advantage of telephone communicatio	Good for	Permits use of	Conveying	Keeping a	Permits use of

21	Teleconferencing is not suitable for _____	Meetings	Interviews	Problem	Keeping in	Problem solving
22	One advantage of telephone communication _____	Good for	Permits use of	Conveying	Keeping a	Permits use of
23	can be posted on the intranet, except _____	Employee	Declared	Company	Performance	Performance
24	One advantage of the intranet is _____	Easy to develop	Easy to get	Avoids	Will be readily	Avoids
25	One disadvantage of the intranet is _____	Large	Encourages	Is inferior to	Not suited for	Large investment
26	among six departments in unequal _____	table	bar chart	line graph	pie chart	pie chart
27	numbers in a business document, you _____	line graph	table	pie chart	bar chart	table
28	NOT be an appropriate visual _____	Presenting the	Comparing a	Comparing	Comparing a	Comparing a
29	Which is appropriate for an e-mail message _____	A somewhat	An urgent notice	Sarcasm	Gossip that your	An urgent notice
30	for giving oral presentations _____	To persuade	To debate	To build	To inform	To debate
31	Which of the following is an informative presentation _____	Promoting a	Convincing	Demonstrating	Entertaining the	Demonstrating
32	A presentation designed to entertain and vary _____	persuasive	informative	oral	goodwill	goodwill
33	persuasive presentations except _____	selling a	changing an	stroking the	convincing	changing an
34	for an effective PowerPoint _____	Make seven to	Use a light	Customize	Use a different	Use a light
35	It is possible to learn how to make good presentations _____	Simple Affair	Lack-lusture	Concious effort	Complex Affair	Concious effort
36	presentation is acquiring a sound _____	Audience	Employees	Customers	Stakeholders	Audience
37	of catching the audience's attention _____	Introduction	Preface	Abstract	Conclusion	Introduction
38	the main themes of the presentation _____	Development of	Introduction of	Integration of	Statement of the	Introduction of the
39	_____ is the main part of the presentation _____	Development of	Introduction of	Integration of	Statement of the	Development of
40	earlier are pulled together and woven into _____	Development of	Introduction of	Integration of	Statement of the	Integration of the
41	A clear picture of the presentation is given _____	Development of	Introduction of	Integration of	Statement of the	Integration of the
42	in order to create an enduring impression _____	Development of	Introduction of	Integration of	Summary/Concl	Summary/Conclus
43	The first step in preparing the presentation _____	Relevant	Main themes	Relevant	Subject matter	Relevant
44	In a presentation the selected information should _____	Logical	Chronological	Objective	Descriptive	Logical
45	indispensable to a good presentation _____	Reading, Writing	Practice, Rehearsal	Preparation, Get	Summary, Concl	Practice, Rehearsal
46	audible to the people sitting in the last row _____	Speech	Tone	Microphone	Voice	Voice
47	throughout the presentation _____	Eye Contact	Relationship	Friendship	Morale	Eye Contact
48	_____ should be natural and congruent _____	Postures	Gestures	Eye Contact	Voice	Gestures

49	speaker's confidence level	Postures	Gestures	Eye Contact	Voice	Postures
50	Which of the following are commonly used	Flip Chart	Flow Chart	Bar Chart	Pie Chart	Flip Chart
51	_____ can enhance the effectiveness	Animation	Audio-Visual	Recitation	Dictation	Audio-Visual
52	spoken words and the contents of the	Perfect	Relevant	Opposite	Simple	Perfect
53	Showing _____ is an insult to the audience	Nice visual	Irrelevant visual	Orderly	Badly prepared	Badly prepared
54	In a presentation the speaker should not be	Interrupted	Questioned	Disturbed	Distracted	Interrupted
55	_____ conclusion prompts immediate	Sharp and	Precise and	Short and	Lengthy and	Precise and
56	_____ while making a presentation is not	Talking	Walking	Standing	Questioning	Standing behind
57	_____ unless you have a very strong	Audio on	Visual on OHP	Animation on	Questioning	Visual on OHP
58	Too many _____ in a presentation present	Audio	Visual	Animation	Questions	Visual
59	between one visual and the next	Time Gap	Break	Interval	Correspondence	Time Gap
60	_____ is an important aspect of presentation	Viewing the	Listening the	Briefing the	Describing the	Briefing the

**KARPAGAM ACADEMY OF HIGHER EDUCATION**  
**KARPAGAM UNIVERSITY**  
**DEPARTMENT OF MANAGEMENT**  
**I BBA – BUSINESS COMMUNICATION (17AEC101)**

S.No.	Register No.	Name of the Student	Assignment Topics
1	17BAU001	Aakash. R	Process of Communication
2	17BAU002	Abinaya.D	Types of Communication
3	17BAU003	Abisha.J	Barriers of Communication
4	17BAU004	Aishwarya.S	Importance of Communication
5	17BAU005	Akshay K Ajay	Physical Barriers
6	17BAU006	Anto William . P	Principles of Communication
7	17BAU007	Aravind Kumar. P	Essentials of a Effective Business Communication
8	17BAU008	Aravind. M	Functions of a Business Letter
9	17BAU009	Balaji. P	Job Application Letter
10	17BAU010	Elavarasan. K	Preparing the Resume
11	17BAU011	Govarthini. S	Sales Letters- Importance
12	17BAU012	Immanuvel. G	Social Correspondence
13	17BAU013	Jegadheesh Kumar. S	Placing Order in Business
14	17BAU014	Kannan. M	Report Writing – Importance
15	17BAU015	Kowsika. V	Types of Report Writing
16	17BAU016	Kumar. C	Characteristics of good report
17	17BAU017	Manikandan. G	Importance of Writing Skill
18	17BAU018	Manikandan. M	Reports by Committees
19	17BAU019	Marimuthu. M	Oral and Written Report
20	17BAU020	Mohammed Ameen . B	Importance of Check list of Report
21	17BAU021	Nagoor mohideen. S	Preparation of Final draft in report
22	17BAU022	Nagulan. R. V	Organization of Report
23	17BAU023	Natarajan. S	Enquiry and reply letters Importance
24	17BAU024	Naveen. N	Application letter – Importance
25	17BAU025	Naveeth.R	Interview Predation
26	17BAU026	Pandiyan. S	Public Speech
27	17BAU027	Prabhakaran. D	Characteristics of good speech
28	17BAU028	Pradeesh. P	Types of Business report
29	17BAU029	Praveenkumar. P	Letter of Conformation – Importance of vocabulary
30	17BAU030	Rajagopal. P	Oral presentation
31	17BAU031	Rajeshwari . K	Common errors in oral presentation

32	17BAU032	Ramasamy Ahilan	Importance of telephone communication
33	17BAU033	Riyazuddin. B	Power point presentation
34	17BAU034	Ruban Raj Kumar. K	Audio Communication
35	17BAU035	Sakthivel. E	Visual means of Communication
36	17BAU036	Santhosh. N	Importance of Visual aids
37	17BAU037	Saranya.G	Merits of Animation Presentation
38	17BAU038	Sheik Arfath. R	Forms of Communication
39	17BAU039	Sindhuja. R	Psychological barriers of communication
40	17BAU040	Sivaram. C	Wrong choice of medium
41	17BAU041	Sivasakthi. L	Semantic barriers
42	17BAU042	Sruthi. R	Physical barriers
43	17BAU043	Swathi. J	Organizational barriers
44	17BAU044	Tarun Kumar. R	Computer based communication
45	17BAU045	Tony Akash. G. J	Downward communication
46	17BAU046	Vasunthara. S	Cultural barriers
47	17BAU047	Venkatesh. A	Interpersonal barriers
48	17BAU048	Vennila. R	Nature of communication
49	17BAU049	Vetriselvan. K	Consequence in delay on letters
50	17BAU050	Vidhya Shree. G	Memorandum
51	17BAU051	Vignesh. R	Reports by Individuals
52	17BAU052	Vignesh.C	Merits in oral presentation
53	17BAU053	Vigneshwaran. M	Importance of tenders
54	17BAU054	Vinodkumar. P	Agenda and Notices
55	17BAU055	Vinoth kumar. P	Merits of Audio Visual
56	17BAU056	Wasim Agram. S	Merits of Animation Presentation



**KARPAGAM UNIVERSITY**  
**COIMBATORE**  
**DEPARTMENT OF MANAGEMENT**  
**I BBA – BUSINESS COMMUNICATION (17AEC101)**  
**ASSIGNMENT – II**

S.No.	Register No.	Name of the Student	Assignment Topics
1	17BAU001	Aakash. R	Types of Report
2	17BAU002	Abinaya.D	
3	17BAU003	Abisha.J	
4	17BAU004	Aishwarya.S	
5	17BAU005	Akshay K Ajay	
6	17BAU006	Anto William . P	
7	17BAU007	Aravind Kumar. P	
8	17BAU008	Aravind. M	
9	17BAU009	Balaji. P	
10	17BAU010	Elavarasan. K	
11	17BAU011	Govarthini. S	
12	17BAU012	Immanuvel. G	
13	17BAU013	Jegadheesh Kumar. S	
14	17BAU014	Kannan. M	
15	17BAU015	Kowsika. V	
16	17BAU016	Kumar. C	
17	17BAU017	Manikandan. G	
18	17BAU018	Manikandan. M	
19	17BAU019	Marimuthu. M	
20	17BAU020	Mohammed Ameen . B	
21	17BAU021	Nagoor mohideen. S	
22	17BAU022	Nagulan. R. V	
23	17BAU023	Natarajan. S	
24	17BAU024	Naveen. N	
25	17BAU025	Naveeth.R	
26	17BAU026	Pandiyan. S	
27	17BAU027	Prabhakaran. D	
28	17BAU028	Pradeesh. P	
29	17BAU029	Praveenkumar. P	
30	17BAU030	Rajagopal. P	
31	17BAU031	Rajeshwari . K	
32	17BAU032	Ramasamy Ahilan	
33	17BAU033	Riyazuddin. B	
34	17BAU034	Ruban Raj Kumar. K	

35	17BAU035	Sakthivel. E
36	17BAU036	Santhosh. N
37	17BAU037	Saranya.G
38	17BAU038	Sheik Arfath. R
39	17BAU039	Sindhuja. R
40	17BAU040	Sivaram. C
41	17BAU041	Sivasakthi. L
42	17BAU042	Sruthi. R
43	17BAU043	Swathi. J
44	17BAU044	Tarun Kumar. R
45	17BAU045	Tony Akash. G. J
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50	17BAU050	Vidhya Shree. G
51	17BAU051	Vignesh. R
52	17BAU052	Vignesh.C
53	17BAU053	Vigneshwaran. M
54	17BAU054	Vinodkumar. P
55	17BAU055	Vinoth kumar. P
56	17BAU056	Wasim Agram. S

Types of Report

Reg. No.....

[17AEC101]

**KARPAGAM UNIVERSITY**

Karpagam Academy of Higher Education  
(Established Under Section 3 of UGC Act 1956)

COIMBATORE – 641 021

(For the candidates admitted from 2017 onwards)

**B.Com, B.Com (CA), B.Com (PA), B.Com (BPS), BBA,  
DEGREE EXAMINATION, NOVEMBER 2017**

First Semester

**BUSINESS COMMUNICATION**

Time: 3 hours

Maximum : 60 marks

**PART – A (20 x 1 = 20 Marks) (30 Minutes)**  
**(Question Nos. 1 to 20 Online Examinations)**

**PART B (5 x 2 = 10 Marks) (2 ½ Hours)**  
**Answer ALL the Questions**

21. Write two importance of communication.
22. What do you mean by Minutes?
23. Give out the importance of business reports.
24. Mention two characteristics of Good speech.
25. Define Visual Aids.

**PART C (5 x 6 = 30 Marks)**  
**Answer ALL the Questions**

26. a. Upward communication is very useful but very difficult Discuss.  
Or  
b. Discuss the forms of communication.
27. a. Discuss the importance of a effective business letter.  
Or  
b. Show how the success of a sales letter depends upon the effectiveness of its opening and closing paragraphs. Give suitable examples.
28. a. Distinguish between a letter report and a memo report.  
Or  
b. Express your views on different types of reports.

29. a. Discuss the objectives interview.

Or

- b. Briefly explain the differences between formal and informal speeches.

30. a. Comment of presentation plan.

Or

- b. Briefly explain on oral presentation.

Register No.: .....  
[17AEC101]

**KARPAGAM UNIVERSITY**  
Karpagam Academy of Higher Education  
(Deemed to be University established Under section 3 of UGC Act 1956)  
(For the candidates admitted from 2017 onwards)  
**FIRST INTERNAL EXAMINATION – July 2017**  
**I BBA – I SEMESTER**  
**BUSINESS COMMUNICATION**

Date : .07.16  
Session : N

Time : 2 Hours  
Maximum : 50 Marks

**PART – A (20x1=20 Marks)**  
**ANSWER ALL THE QUESTIONS**

1. Communication is \_\_\_\_\_ of facts, ideas, opinions by two or more persons.  
a. Exchange b. Foreign exchange c. Control d. Understanding
2. Written communication includes \_\_\_\_\_.  
a. Reports and form b. Interviews c. Film d. Speaking
3. The downward communication flow from \_\_\_\_\_.  
a. A subordinate to a superior b. A subordinate to a subordinate c. A superior to a superior  
d. A superior to a subordinate
4. \_\_\_\_\_ channel of communication called the grapevine  
a. Formal b. Informal c. Horizontal d. Vertical
5. Example of oral communication \_\_\_\_\_.  
a. Letter b. e-mail c. Telephone d. Fax
6. Internal communication is a communication between \_\_\_\_\_.  
a. Banker and customer b. Superiors and subordinate c. Salesman and buyer  
d. Insurance company and its customer
7. Telephonic conversation is a \_\_\_\_\_.  
a. Verbal communication b. Non-verbal communication c. Visual communication  
d. Written
8. Horizontal communication flows through \_\_\_\_\_.  
a. face-to-face discussion b. telephonic talk c. periodical meeting  
d. face-to-face discussion, telecommunication and periodical meeting
9. Physical Barriers to communication are \_\_\_\_\_.  
a. time and distance b. interpretation of words c. denotations d. connotations

10. A memo is an example for \_\_\_\_\_.  
a. Internal communication b. External communication c. Lateral communication  
d. Written communication
11. Communication interruption otherwise known as \_\_\_\_\_.  
a. Enquire b. Barriers c. Encoding d. Decoding
12. Posters fall under \_\_\_\_\_ communication.  
a. Oral b. Visual c. Written d. Spoken
13. In the communication cycle, the process of retranslation of signals into ideas is called \_\_\_\_\_.  
a. Encoding b. Decoding c. Response d. Feedback
14. If each line in the inside address is started after leaving a small gap, it is known as \_\_\_\_\_.  
a. Block form b. Correct form c. Indented form d. Address form
15. The inside address should be written \_\_\_\_\_.  
a. Below the salutation b. Above the heading c. Above the salutation  
d. Above the date
16. Dunning letters are also called \_\_\_\_\_.  
a. Collection Letters b. Letter of credit c. Compliant letters d. Suggestion letters
17. Press reports refers to \_\_\_\_\_.  
a. Reports in newspapers b. Reports through letters c. Oral communication  
d. Written communication
18. An Agenda prepared in connection with \_\_\_\_\_.  
a. Meeting b. Business tours c. Exhibition d. Personal notes
19. The minute books are the \_\_\_\_\_ book of the company.  
a. Subsidiary b. Statutory c. Obligatory d. Secondary
20. A collection letter is associate with \_\_\_\_\_.  
a. Debtors b. Creditors c. Company d. Customers

**PART – B (3 x 2= 6 Marks)**  
**ANSWER ALL THE QUESTIONS**

21. Define Communication
22. Mention the main objectives of downward communication?
23. List out the two types of letters?

**PART - C (3 x 8 = 24 Marks)**  
**ANSWER ALL THE QUESTIONS**

24. a. Define communication and explain the importance of business communication?  
(or)

b. Elucidate the different types of communication with suitable examples?

25. a. Elucidate the physical and semantic barriers for effective communication?  
(or)

b. Explain the various types of media in business communication?

26. a. Elaborate the essentials of effective business letter?  
(or)

b. Draft a letter to place an order with Asian paints & Co., for the requirement of paints, varnish and mixers. Place an order, mentioning all the details.

Register No.: .....  
[17AEC101]

**KARPAGAM UNIVERSITY**  
**Karpagam Academy of Higher Education**  
(Deemed to be University established Under section 3 of UGC Act 1956)  
(For the candidates admitted from 2017 onwards)  
**SECOND INTERNAL EXAMINATION – AUGUST 2017**  
**I BBA – I SEMESTER**  
**BUSINESS COMMUNICATION**

Date : 21.08.17  
Session : FN

Time : 2 Hours  
Maximum : 50 Marks

**PART –A (20x1=20 Marks)**  
**ANSWER ALL THE QUESTIONS**

1. Report in the form of a person-to-person communication is \_\_\_\_\_.  
a. Formal report    b. Informal report    c. Statutory report    d. Non-statutory report
2. Bio-data is enclosed with the following letter \_\_\_\_\_.  
a. Sales letter    b. Application letter    c. complaint letter    d. collection letter
3. The words CIF are used in the following letters \_\_\_\_\_.  
a. Circular letters    b. Complaint letter    c. Export business letter    d. Agency letter
4. The report published through newspaper is called as \_\_\_\_\_.  
a. Annual report    b. Business report    c. Budget report    d. Press report
5. Report can be \_\_\_\_\_.  
a. Oral    b. Written    c. Oral as well as Written    d. Only Written
6. A forceful means of communication which demands immediate action is \_\_\_\_\_.  
a. warning    b. motivation    c. persuasion    d. advice
7. A report prepared and presented according to the form and procedure laid down law is called a \_\_\_\_\_.  
a. Law report    b. Procedure report    c. Company report    d. Statutory report
8. \_\_\_\_\_ reports are prepared and presented at regular and prescribed intervals periodic reports  
a. Special reports    b. Informal reports    c. Non-periodical reports    d. Periodic Reports
9. Report writing style should \_\_\_\_\_.  
a. Contain personal pronouns    b. Use the 'you' approach"    c. Avoid emotional language  
d. personal approach
10. A \_\_\_\_\_ report is one which is prepared in a prescribed form  
a. Oral    b. Written    c. Informal    d. Formal

11. \_\_\_\_\_ is usually indicated if anything is to be attached to a letter  
a. Appendix    b. Annexure    c. Index    d. Enclosures
12. Which of the following is a demographic characteristic of a speech audience?  
a. Interest    b. Attitude    c. Size    d. Gender
13. The \_\_\_\_\_ will usually dictate how long a speech should be \_\_\_\_\_.  
a. Size of the audience    b. Occasion    c. Physical setting    d. Topic
14. The \_\_\_\_\_ body of the presentation should be broken into short and clear units  
a. Main    b. Middle    c. Upper    d. Lower
15. \_\_\_\_\_ are usually short messages with natural, casual use of language.  
a. Formal reports    b. Informal reports    c. Short reports    d. Progress report
16. The proper use of sounds to form words clearly and accurately  
a. Pitch    b. Personification    c. Pronunciation    d. Pronouncement
17. The following are all generic speaking skills that are taught and practiced in introductory speech classes except \_\_\_\_\_.  
a. Analysis    b. Style    c. Organization    d. Research
18. According to your text, a series of short speeches that are informative and on various aspects of the same general topic is called \_\_\_\_\_.  
a. symposium    b. panel    c. forum    d. debate
19. Which of the following should NOT be included in a professional resume?  
a. Technical jargon    b. Marital Status    c. Names of honor societies  
d. Personality traits
20. The person who answers the questions in the interview is called \_\_\_\_\_.  
a. Interviewer    b. Interviewee    c. Panel member    d. Manager

**PART – B (3 x 2= 6 Marks)**  
**ANSWER ALL THE QUESTIONS**

21. Write a short note on informal report?
22. List out any two merits in telephone mean of communication?
23. List out the importance of oral communication?

**PART - C (3 x 8= 24 Marks)**  
**ANSWER ALL THE QUESTIONS**

24. a. Describe the process of selecting a suitable type of report?

(or)

b. Elucidate the characteristics of a good report?

25. a. Prepare an analytical report in the letter form, in aspect of identifying the causes of brain drain in communication.

(or)

b. Describe the characteristics of a good speaker?

26. a. "A tactfully written letter of complaint will alone bring a proper adjustment". Illustrate the truth of his statement.

(or)

b. Explain in detail on social correspondence.

Reg. No.....

[16AEC101]

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DEGREE EXAMINATION, NOVEMBER 2016**  
First Semester

**BUSINESS COMMUNICATION**

Time: 3 hours

Maximum : 60 marks

**PART - A (20 x 1 = 20 Marks) (30 Minutes)**  
**(Question Nos. 1 to 20 Online Examinations)**

**PART B (5 x 2 = 10 Marks) (2½ Hrs)**  
**Answer ALL the Questions**

- 21. What is meant by communication process?
- 22. Give out the types of communication
- 23. What is meant by Organizational barrier?
- 24. Define Memorandum
- 25. What do you mean by presentation?

**PART C (5 x 6 = 30 Marks)**  
**Answer ALL the Questions**

- 26. a) Write a note on the need and importance of business Communication.  
Or  
b) Discuss the forms of communication.
- 27. a) Comment on the types of communication  
Or  
b) Explain in detail on Barriers of communication.
- 28. a) Draft a sales letter introducing a new model scooter.  
Or  
b) "A tactfully written letter of complaint will alone bring a proper adjustment".  
Illustrate the truth of his statement.

- 29. a) Draft a minute of the Annual general meeting of the shareholders of the Reliance Industries.

Or

- b) Explain in detail on social correspondence.

- 30. a) Briefly discuss the importance of downward communication.

Or

- b) Express the importance of Letter writing.



**KARPAGAM ACADEMY OF HIGHER EDUCATION**  
**(For the candidates admitted from 2017 onwards)**  
**FIRST INTERNAL EXAMINATION – July 2017**  
**I BBA – I SEMESTER**  
**BUSINESS COMMUNICATION**

**ANSWER KEY**

**PART –A (20x1=20 Marks)**  
**ANSWER ALL THE QUESTIONS**

1. Exchange
2. Reports and form
3. A superior to a subordinate
4. Informal
5. Telephone
6. Superiors and subordinate
7. Verbal communication
8. Face-to-face discussion, telecommunication and periodical meeting
9. Time and distance
10. Internal Communication
11. Barriers
12. Visual
13. Encoding
14. Indented form
15. Above the heading
16. Collection Letters
17. Reports in newspapers
18. Meeting
19. Statutory
20. Debtors

**PART – B (3 x 2= 6 Marks)**  
**ANSWER ALL THE QUESTIONS**

**21. Define Communication**

“Communication is an exchange of facts, ideas, opinions or emotions by two or more persons”.

CF NEWMAN AND SUMMER

**22. Mention the main objectives of downward communication?**

**Downward communication**

When the flow of communication is from the superior level to a downward level it is called downward communication. When managers pass instructions to subordinates they are using the downward channel of communication. Downward communication helps in leading, giving policies and procedures, assigning tasks and controlling subordinates.

**23. List out the two types of letters?**

- Formal Letter
- Informal Letter

**PART – C (3 x 8= 24 Marks)**  
**ANSWER ALL THE QUESTIONS**

**24. a. Define communication and explain the importance of business communication?**

**Importance of Business Communication**

**COMMUNICATION INSIDE AN ORGANIZATION:**

Different employees and officials in an organization need to communicate to each other. This internal communication with its importance is shown in the following way:

**1. Setting goals and Objectives:-**

Mostly, the organizations have a variety of formal and informal objectives to accomplish. These objectives may be financial results, product quality, market dominance, employees satisfaction, or service to customers. So the communication enables all the persons in an organization to work towards a common purpose.

## **2. Making and Implementing decision:-**

In order to achieve the objective, people in a business organization collect facts and evaluate alternatives, and they do so by reading, asking questions, talking or by plain thinking. These thoughts are put into a written form. Once a decision has been made, it has to be implemented which requires communication.

## **3. Appraisal:-**

Having implemented the decision, management needs to determine whether the desired outcome is being achieved. Statistics on such factors as cost, sales, market share, productivity and inventory levels are compiled. This is done through computers, manual papers, memos or reports.

## **4. Manufacturing the products:-**

Getting an idea for a new product out of someone's head, pushing it through the production process and finally getting the product also require communication. Designing the plan regarding product, introducing the workers, purchasing raw material, marketing and distributing the product all require effective communication.

## **5. Interaction between employer & employee:-**

Employees are informed about policies and decisions of employers through circulars, reports, notices etc. Employers also get in touch with employees through application, complaint etc. So, communication plays a vital role in the interaction of employer and employee.

## **EXTERNAL COMMUNICATION:**

### **1. Hiring the employees:-**

If a company wants to hire someone, it advertises the vacancy, receives applications, calls the candidates, takes the interview and then offers job to the successful candidates. The whole process requires communication.

### **2. Dealing with customers:-**

Sales letters and brochures, advertisements, personal sales calls, and formal proposals are all used to stimulate the customer's interest. Communication also plays a part in such customer related functions as credit checking, billing, and handling complaints and questions.

### **3. Negotiating with suppliers and financiers:-**

To obtain necessary supplies and services, companies develop written specification that outlines their requirement. Similarly, to arrange finance, they negotiate with lenders and fill out loan applications.

#### **4. Informing the investors:-**

Balance sheet, income statement, and ratio analysis are used to inform the investors regarding performance of business.

#### **5. Interacting with Govt.:-**

Government agencies make certain rules to regulate the economy. These rules are communicated to organizations through various papers. These organizations try to fulfil, these requirement like filling taxation form and other documents.

#### **The importance of communication for an individual and for an organization**

“Communication is the process by which information is transmitted between individuals and organization, so that an understanding response results”. “Communication is the process which involves transmission and accurate replication of ideas, ensured by feedback for the purpose of eliciting action which will accomplish organizational goals”.

#### **Importance of Communication for an Individual**

##### **(1) Helps in getting a desired job:-**

Getting a desired job is not an easy task. It requires a person to be excellent, especially in terms of communication abilities. Communication abilities can be classified into five categories that is reading, writing, speaking, listening and observing. If a candidate is a good reader of not only text books and reference books but also of newspapers and magazines, this would help him developing confidence level at the time of interview. Writing skills are necessary for preparing an appropriate Bio data and covering letter, so that a better initial impression could be created. No doubt, conversational skill right at the time of interview is equally countable towards success of the candidate. Listening abilities on the other could prove to be fruitful especially when the interviewer is making a comment or asking a question. In short we can say that the presence of above mentioned five communication skills could give a better chance of being selected during an interview.

##### **(2) Help in maintaining social relationships:-**

We as human beings live in a cobweb of relationships rather social relationship. These social relations compel us to act simultaneously in the capacity of father, child, husband, uncle, neighbour, cousin, teacher, nephew and so on. All these relationships especially near one's could be maintained properly if we can communicate well to all these relations, that we are here to take care of them and our services are always there to help them in case of any needs.

##### **(3) Helps in getting on the job promotion:-**

Perhaps finding a job would not be a big deal in case of if the candidate is well connected and

belongs to a well off family. But promotion on the job requires some extra skills on the part of the candidate. Amongst those skills, communication abilities rank on the top. If a person can speak well during interactive and presentation sessions, can reports properly, he will automatically be in the eyes of the management and whenever a chance for promotion comes, he will be on the top of the list.

#### **(4) Helps in solving other's problems:-**

It is commonly observed that around us there are so many people whom we like to meet; their company is a source of enrichment for us. When we are with them we feel secured.

### **24. b. Elucidate the different types of communication with suitable examples?**

#### **TYPES OF COMMUNICATION**

We classify the communication into different types as following;

- 1) **Intrapersonal communication** – it is talking to oneself in one's own mind. Soliloquies or asides in dramatic work are example of intrapersonal communication.
- 2) **Interpersonal communication** – it is exchange of messages between two persons. Conversation, dialogue, interview etc. are examples of interpersonal communication.
- 3) **Group communication**- it can be among small or large groups, like an organization, club or class room, in which all individual retain their individual identity.
- 4) **Mass communication**- it occurs when the message is sent to large groups, for example, by news paper, radio, or television etc.
- 5) **Verbal communication**
- 6) **Non verbal communication**
- 7) **Meta communication**- Here speakers' choice of words unintentionally communicates something more than what the actual words state. For example, a flattering remark like "I've never seen you so smartly dressed" could also mean that the regular attire of the listener needed improvement.
- 8) **Formal communication**
- 9) **Informal communication**
- 10) **Electronic communication**

#### **CHANNELS OF COMMUNICATION**

Channel of communication means how communication flows from one point to another point. It may be divided into the following types

- Internal Communication,
- External Communication

## **1. INTERNAL COMMUNICATION:**

When the flow of communication is within an organization it is internal communication. It does not include outsiders. Internal communication helps people to interact in the organization to plan, organize, staff, lead and control. It is used by all people in the organization at every level. It is Intra-company communication. Internal communication can be further subdivided into the following parts or channels:

- Horizontal communication
- Downward communication
- Upward communication

### **Horizontal Communication**

It is the communication between people of the same department, or with other people of the same level in other departments. It is also called cross-wise communication. Horizontal communication helps in sharing information through meetings, chats, brain storming sessions and peer-to-peer talk.

### **Downward communication**

When the flow of communication is from the superior level to a downward level it is called downward communication. When managers pass instructions to subordinates they are using the downward channel of communication. Downward communication helps in leading, giving policies and procedures, assigning tasks and controlling subordinates.

### **Upward Communication**

When the flow of communication is from the subordinate to the upper level it is called upward communication. When subordinates submit reports and give information to managers they are using upward channel of communication. Upward communication helps in submitting reports, appeals, requests, sharing problems or asking for advice and guidance.

## **2. EXTERNAL COMMUNICATION**

In external communication the flow of information is outside the organization. It is Intercompany communication. It is used to communicate with vendors, suppliers, competitors, Government, Consumer groups and general public. In external communication special care and consideration has to be given as it is also important for the goodwill and image of the company. Legal aspects are also given special attention while communicating externally.

## **DIFFERENTIATE BETWEEN FORMAL AND INFORMAL LANGUAGE;**

### **Formal language   Informal Language**

**(1)** It is the language spoken in office, business and other formal places.

It is the language spoken at home or with friends.

**(2)** Proper and standard words are used.

Improper words and slangs are used.

**(3)** It consists of specific purpose words like manager, supervisor, owner, employer etc.

It has all purpose words like “boss” that stands for various personalities.

## **25. a. Elucidate the physical and semantic barriers for effective communication?**

### **BARRIERS OR OBSTACLES OF COMMUNICATION**

The various inadequacies that can be identified through communication evaluation are required to be analyzed in terms of various factors - obstructions and barriers - that impede flow communication. Any managerial action in this regard can be effective only when it strikes at the very root of the factors that lie at the very root of the problem. From this viewpoint, identification of different factors is necessary. Recognizing barriers to effective communication is a first step in improving communication style. Following are the barriers of communication process.

**ENCODING BARRIERS.** The process of selecting and organizing symbols to represent a message requires skill and knowledge. Obstacles listed below can interfere with an effective message.

**1. Lack of Sensitivity to Receiver.** A breakdown in communication may result when a message is not adapted to its receiver. Recognizing the receiver's needs, status, knowledge of the subject, and language skills assists the sender in preparing a successful message. If a customer is angry, for example, an effective response may be just to listen to the person vent for awhile.

**2. Lack of Basic Communication Skills.** The receiver is less likely to understand the message if the sender has trouble choosing the precise words needed and arranging those words in a grammatically-correct sentence.

**3. Insufficient Knowledge of the Subject.** If the sender lacks specific information about something, the receiver will likely receive an unclear or mixed message. Have you shopped for an item such as a computer, and experienced how some salespeople can explain complicated terms and ideas in a simple way? Others cannot.

4. **Information Overload.** If you receive a message with too much information, you may tend to put up a barrier because the amount of information is coming so fast that you may have difficulty comfortably interpreting that information. If you are selling an item with twenty-five terrific features, pick two or three important features to emphasize instead of overwhelming your receiver.

5. **Emotional Interference.** An emotional individual may not be able to communicate well. If someone is angry, hostile, resentful, joyful, or fearful, that person may be too preoccupied with emotions to receive the intended message. If you don't like someone, for example, you may have trouble "hearing" them.

**TRANSMITTING BARRIERS:** Things that get in the way of message transmission are sometimes called "noise." Communication may be difficult because of noise and some of these problems:

1. **Physical Distractions.** A bad cellular phone line or a noisy restaurant can destroy communication. If an E-mail message or letter is not formatted properly, or if it contains grammatical and spelling errors, the receiver may not be able to concentrate on the message because the physical appearance of the letter or E-mail is sloppy and unprofessional.

2. **Conflicting Messages.** Messages that cause a conflict in perception for the receiver may result in incomplete communication. For example, if a person constantly uses jargon or slang to communicate with someone from another country who has never heard such expressions, mixed messages are sure to result. Another example of conflicting messages might be if a supervisor requests a report immediately without giving the report writer enough time to gather the proper information. Does the report writer emphasize speed in writing the report, or accuracy in gathering the data?

3. **Channel Barriers.** If the sender chooses an inappropriate channel of communication, communication may cease. Detailed instructions presented over the telephone, for example, may be frustrating for both communicators. If you are on a computer technical support help line discussing a problem, it would be helpful for you to be sitting in front of a computer, as opposed to taking notes from the support staff and then returning to your computer station.

4. **Long Communication Chain.** The longer the communication chain, the greater the chance for error. If a message is passed through too many receivers, the message often becomes distorted. If a person starts a message at one end of a communication chain of ten people, for example, the message that eventually returns is usually liberally altered.



**DECODING BARRIERS.** The communication cycle may break down at the receiving end for some of these reasons:

1. **Lack of Interest.** If a message reaches a reader who is not interested in the message, the reader may read the message hurriedly or listen to the message carelessly. Miscommunication may result in both cases.

2. **Lack of Knowledge.** If a receiver is unable to understand a message filled with technical information, communication will break down. Unless a computer user knows something about the Windows environment, for example, the user may have difficulty organizing files if given technical instructions.

3. **Lack of Communication Skills.** Those who have weak reading and listening skills make ineffective receivers. On the other hand, those who have a good professional vocabulary and who concentrate on listening, have less trouble hearing and interpreting good communication. Many people tune out who is talking and mentally rehearse what they are going to say in return.

4. **Emotional Distractions.** If emotions interfere with the creation and transmission of a message, they can also disrupt reception. If you receive a report from your supervisor regarding proposed changes in work procedures and you do not particularly like your supervisor, you may have trouble even reading the report objectively. You may read, not objectively, but to find fault. Misinterpret words and read negative impressions between the lines. Consequently, likely to misunderstand part or all of the report.

5. **Physical Distractions.** If a receiver of a communication works in an area with bright lights, glare on computer screens, loud noises, excessively hot or cold work spaces, or physical ailments, that receiver will probably experience communication breakdowns on a regular basis.

**RESPONDING BARRIERS**-The communication cycle may be broken if feedback is unsuccessful.

1. **No Provision for Feedback.** Since communication is a two-way process, the sender must search for a means of getting a response from the receiver. If a team leader does not permit any interruptions nor questions while discussing projects, he may find that team members may not completely understand what they are to do. Face-to-face oral communication is considered the best type of communication since feedback can be both verbal and nonverbal. When two communicators are separated, care must be taken to ask for meaningful feedback.

2. **Inadequate Feedback.** Delayed or judgmental feedback can interfere with good communication. If your supervisor gives you instructions in long, compound-complex sentences without giving you a chance to speak, you may pretend to understand the instructions just so you can leave the stress of the conversation.

## **25.b. Explain the various types of media in business communication?**

### **FORMAL COMMUNICATION NETWORK**

The way in which formal communication is done, is known as formal communication network.

Formal communication can be done in different ways-it may be vertical communication or horizontal communication. The different forms of formal communication network have been shown in the following diagram:

#### **(1) Chain Communication:**

Chain communication refers to the communication between a superior and a subordinate. All the people in an organisation from top to bottom are linked with the help of a scalar chain as has been shown in diagram (1). A is placed at the highest rank, B is a subordinate of A, C is the subordinate of B, D is the subordinate of C and E is the subordinate of D.

#### **(2) Wheel Communication:**

In this form of communication, all the subordinates of a superior talk to one another through his medium. The superior works as a hub of a wheel. In the diagram (2), A is the superior and B, C, D and E are the subordinates. All the four subordinates communicate through the medium of A.

#### **(3) Circular Communication:**

This communication takes place among the members of a group. Every member of a group can communicate with the nearest two members. In the diagram (3), A can have communication with B and E. Similarly, B can have communication with A and C. The same applies to all the members of the group. In this case the communication moves at a slow speed.

#### **(4) Free Flow Communication:**

This form of communication also takes place among the different members of the group. Its special feature is that every member of the group can talk to all the other people in the group.

This has been clarified in diagram (4). A can talk directly to B, C, D, E. In the same way B can talk directly to A, C, D, and E. The same applies to all the members of the group. In this case, the communication moves at a rapid pace.

#### **(5) Inverted 'V' Communication:**

In this form of communication, a subordinate is permitted to communicate with the boss of his boss. In this form of communication the messages move at a rapid speed, in the diagram (5), C and D are the subordinate of B who, in turn, is a subordinate of A. Here C and D can talk directly to A who happens to be the boss of B.

### **INFORMAL COMMUNICATION**

**It** refers to interchange of information unofficially. This communication is based on informal relations (like friendship, membership of the same club, the same place of birth, etc.) and, therefore, is free from all the organizational formalities.

The exchange of informal messages usually takes place on the occasion of community meals, social occasions, parties, etc. On such occasions, the superiors gather such information from their subordinates as may be difficult to get through formal communication. Such communication includes comments, suggestions, etc.

Under this, communication takes place through gesticulation, moving of head, smiling and by remaining quiet. For example, a superior wants to complain against his subordinate to his higher officer and at the same time he is afraid of giving it in writing. This can be conveyed to the higher officer through informal communication, say during the course of a conversation.

Informal communication is also called grapevine communication because there is no definite channel of communication. Under it some information passes through many individuals and covers a long distance making its origin obscure. This is exactly like a grapevine where it is difficult to find the beginning and the end.

## **CHARACTERISTICS**

**Informal or grapevine communication has the following characteristics:**

### **(1) Formation through Social Relations:**

This communication is born out of social relations who mean that it is beyond the restrictions of the organisation. No superior-subordinate relationship figures therein. A more sociable superior can gather much information through this channel.

### **(2) Two types of Information:**

Through this communication, information about the work and the individual can be collected.

**(3) Uncertain Path:** Since it is beyond the restrictions of the organisation, it follows no definite channel. Like a grapevine, it moves in a zigzag manner.

### **(4) Possibility of Rumour and Distortion:**

Responsibility for the true or false nature of communication does not lie on any individual and, therefore, not much attention is paid to its meaning while communicating. Consequently, the rumours keep floating.

### **(5) Quick Relay:**

Informal communication makes news spread like wildfire. Not only this, people start adding something of their own which sometimes changes the real meaning of the communication.

## **ADVANTAGES**

The informal channel of communication has the following advantages:

**(1) Fast and Effective Communication:**

Under this communication, the messages move fast and their effect is equally great on the people.

**(2) Free Environment:**

Informal communication is done in a free environment. Free environment means that there is no pressure of any office-big or small. The reactions of the employees can easily be collected.

**(3) Better Human Relations:**

Informal communication saves the employees from tension. Freedom from tension helps the establishment of better human relations. This also affects the formal communication.

**(4) Easy Solution of the Difficult Problems:**

There are many problems which cannot be solved with the help of formal communication. There is more freedom in informal communication which helps the solution of difficult problems.

**(5) Satisfying the Social Needs of the Workers:**

Everybody wants good relations with the high officers at the place of his work. Such relations give satisfaction to the employees and they feel proud. But this can be possible only with the help of the informal communication.

**LIMITATIONS**

The defects or limitations of the informal communication are as under:

**(1) Unsystematic Communication:**

This communication is absolutely unsystematic and it is not necessary that information reaches the person concerned.

**(2) Unreliable Information:**

Most of the information received through this communication is undependable and no important decision can be taken on its basis.

**Difference between Formal and Informal Communication**

**1. Formal communication** is communication that takes place through the formal official channels. Whereas informal communication is communication that takes place by passing the formal channels

**2. Formal Communication** is not flexible but Informal communication is flexible.

**3. Formal communication** is totally controlled by the management. On other hand informal communication cannot be controlled by the management.

**4. Informal communication** has documentary evidence. Informal communication has no documentary evidence.

5. In **Formal communication** official discipline is strictly maintained, but in informal communication Official decorum and discipline are not followed.
6. In case of **formal communication** secrecy can be maintained. Here in informal communication maintaining secrecy is very difficult.
7. **Formal communication** is time consuming. But in case of informal communication Less time is taken for transmitting information.
8. **Formal communication** is expensive where as informal communication is less expensive than formal communication.
9. In case of formal communication, there is almost no chance of misunderstanding. In informal communication due to lack of control misunderstanding can takes place.
10. In formal communication official discipline is maintained chance of mistakes is very low. On the other hand, in case of informal communication strict rules are not followed, there for possibility of mistakes is very high.

## **26. a. Elaborate the essentials of effective business letter?**

### **ESSENTIAL QUALITIES OF A GOOD BUSINESS LETTER**

A letter should serve the purpose for which it is written. If a businessman writes a letter to the supplier for purchase of goods, the letter should contain all the relevant information relating to the product, mode of payment, packaging, transportation of goods, etc. clearly and specifically. Otherwise, there will be confusion that may cause delay in getting the goods. Again the quality of paper used in the letter, its size, colour etc. also need special attention, because it creates a positive impression in the mind of the receiver. We may classify the qualities of a good business letter as: a. Inner Qualities; and b. Outer Qualities

#### **a) Inner Qualities**

The inner qualities of a good business letter refer to the quality of language, its presentation, etc. These facilitate quick processing of the request and that leads to prompt action. Let us discuss the various inner qualities of a good business letter.

**(i) Simplicity** - Simple and easy language should be used for writing business letters. Difficult words should be strictly avoided, as one cannot expect the reader to refer to the dictionary every time while reading letter.

**(ii) Clarity** - The language should be clear, so that the receiver will understand the Business Studies 158 message immediately, easily and correctly. Ambiguous language creates confusion. The letter will serve the purpose if the receiver understands it in the same manner in which it is intended by the sender.

**(iii) Accuracy** - The statements written in the letter should be accurate to, the best of the sender's knowledge. Accuracy demands that there are no errors in the usage of language - in grammar, spellings, punctuations etc. An accurate letter is always appreciated.

**(iv) Completeness** - A complete letter is one that provides all necessary information to the users. For example, while sending an order we should mention the desirable features of the goods, i.e., their quality, shape, colour, design, quantity, date of delivery, mode of transportation, etc.

**(v) Relevance** - The letter should contain only essential information. Irrelevant information should not be mentioned while sending any business correspondence.

**(vi) Courtesy** - Courtesy wins the heart of the reader. In business letters, courtesy can be shown/expressed by using words like please, thank you, etc.

## **b) Outer Qualities**

The outer qualities of a good business letter refers to the appearance of the letter. It includes the quality of paper used, colour of the paper, size of the paper etc. Good quality paper gives a favourable impression in the mind of the reader. It also helps in documenting the letters properly. Let us discuss the various outer qualities of a good business letter.

**(i) Quality of paper** - The paper used should be in accordance with the economic status of the firm. Now-a-days the cost of the paper is very high. Therefore, good paper should be used for original copy and ordinary paper may be used for duplicate copy.

**(ii) Colour of the Paper** - It is better to use different colours for different types of letters, so that the receiver will identify the letters quickly and prompt action can be taken.

**(iii) Size of the paper** - Standard size paper (A4) should be used while writing business letters. The size of the paper should be in accordance with the envelopes available in the market.

**(iv) Folding of letter-** The letter should be folded properly and uniformly. Care should be taken to give minimum folds to the letter so that it will fit the size of the envelope. If window envelope is used then folding should be done in such a way that the address of the receiver is clearly visible through the transparent part of the envelope.

**(v) Envelope** - The size and quality of the envelope also need special attention. The size of the letter should fit the size of the letters. The business firms use different types of envelopes i.e., ordinary envelope, window envelope, laminated envelope Business Correspondence 159 etc. In window envelope there is no need to write the address of the receiver separately on the envelope. It is clearly visible through the transparent part on the face of the envelope, which may be called as window. In laminated envelope a thin plastic sheet or cloth is pasted on the inner side that gives extra protection to letters from being damaged during transit.

**26. b. Draft a letter to place an order with Asian paints & Co., for the requirement of paints, varnish and mixers. Place an order, mentioning all the details.**

**MANDISH &Co  
Coimbatore**

**To**

**Asian Paints &Co.,  
Bangalore**

**Respected Sir,**

We are happy to communicate again towards the business deals. Our company requires certain paints, varnish and mixers as per the price schedule, which is send early.

Kindly note the requirement and send the items as per the time schedule, after receiving the items we will send the settle of payment.

**No. of items : 3**

**Paint : 2 liter (Red and Green)**

**Varnish : ½ liter**

**Mixers : 1 liter**

Thanking you

Yours Sincerely

MANDISH &Co



**KARPAGAM ACADEMY OF HIGHER EDUCATION**  
**(For the candidates admitted from 2017 onwards)**  
**SECOND INTERNAL EXAMINATION – AUGUST 2017**  
**I BBA – I SEMESTER**  
**BUSINESS COMMUNICATION**  
**ANSWER KEY**

**PART –A (20x1=20 Marks)**  
**ANSWER ALL THE QUESTIONS**

1. Informal report
2. Application letter
3. Export business letter
4. Press report
5. Oral as well as written
6. Warning
7. Law report
8. Periodic Reports
9. Avoid emotional language
10. Formal
11. Enclosures
12. Gender
13. Occasion
14. Main
15. Informal reports
16. Pitch
17. Analysis
18. debate
19. Marital Status
20. Interviewee

**PART – B (3 x 2= 6 Marks)**  
**ANSWER ALL THE QUESTIONS**

**21. Write a short note on informal report?**

**(i) Informational:**

This type of report presents information on particular topic but does not provide any explanation and recommendations.

**Example:** Annual reports, progress reports of taskforces, etc.

**22. List out any two merits in telephone mean of communication?**

- Immediate feedback
- Quick Response

**23. List out the importance of oral communication?**

- Face to face interaction
- Quick Decision making
- 

**PART – C (3 x 8= 24 Marks)**  
**ANSWER ALL THE QUESTIONS**

**24. a. Describe the process of selecting a suitable type of report?**

**TYPES OF REPORTS USED IN BUSINESS ARE:**

- **Informational reports.** These reports present facts about certain given activity in detail without any note or suggestions. Whatever is gathered is reported without giving any thing by way of either explanation or any suggestion. A vice-chancellor asking about the number of candidates appearing at a particular examination naturally seeks only information of the fact (candidates taking up the examination) of course without any comment. Generally such reports are of routine nature. Sometimes they may fall under statutory routine category. A company registrar asking for allotment return within the stipulate period is nothing but informational routine, falling under statutory but routine report.

- **Analytical reports.** These reports contain facts along with analytical explanations offered by the reporter himself or may be asked for by the one who is seeking the report. Such reports contain the narration of facts, collected data and information, classified and tabulated data and also explanatory note followed by the conclusions arrived at or interpretations. A company chairman may ask for a report on falling trends in sale in a particular area. He will in this case be naturally interested in knowing all the details including that of opinion of any of the investigator.
- **Research reports.** These reports are based on some research work conducted by either an individual or a group of individuals on a given problem. Indian oil company might have asked its research division to find some substitute for petrol, and if such a study is conducted then a report shall be submitted by the research division detailing its findings and then offering their own suggestions, including the conclusions at which the division has arrived at as to whether such a substitute is there and if it is there can the same be put to use with advantage and effectively. All details shall naturally be asked and has to be given. In fact such a report is the result of a research.
- **Statutory reports.** These reports are to be presented according to the requirements of a particular law or a rule or a custom now has become a rule. The auditor reports to company registrar has to be submitted as per the requirements of country legal requirement. A return on compensation paid to factory workers during a period by a factory has to be submitted to competent authorities periodically. These reports are generally prepared in the prescribed form as the rules have prescribed.
- **Non statutory reports.** These reports are not in the nature of legal requirements or rules wants, therefore, the reports are to be prepared and submitted. These reports are required to be prepared and submitted: (i) for the administrative and other conveniences, (ii) for taking decision in a matter (iii) for policy formulations, (iv) for projecting the future or (v) any thing alike so that efficient and smooth functioning maybe assured and proper and

necessary decision may be taken with a view to see that every thing goes well and the objectives of the organization are achieved with assured success.

- **Routine reports.** These reports are required to be prepared and submitted periodically on matters required by the organization so as to help the management of the organization to take decisions in the matters relating to day to day affairs. The main objectives of routine reports are to let the management know as to what is happening in the organization, what is its progress where the deviation is, what measures have been taken in solving the problems and what to do so that the organization may run smoothly and efficiently. Routine reports are generally brief. They only give the facts. No comments or explanations are usually offered in such reports. Generally forms are prescribed for preparation and submission of such reports.
- **Special reports.** Such a type of report is specially required to be prepared and submitted on matters of special nature. Due to an accident a death of the foreman has occurred in a factory. The factory manager may ask for a detail report from the head foreman. Such a report is classified as special reports. These reports contain not only facts and details but they may contain suggestion, comments and explanations as well.

#### **24. b. Elucidate the characteristics of a good report?**

##### **THE ESSENTIALS OF GOOD/EFFECTIVE REPORT WRITING ARE AS FOLLOWS-**

1. Know your objective, i.e., be focused.
2. Analyze the niche audience, i.e., make an analysis of the target audience, the purpose for which audience requires the report, kind of data audience is looking for in the report, the implications of report reading, etc.
3. Decide the length of report.
4. Disclose correct and true information in a report.
5. Discuss all sides of the problem reasonably and impartially. Include all relevant facts in a report.

6. Concentrate on the report structure and matter. Pre-decide the report writing style. Use vivid structure of sentences.
7. The report should be neatly presented and should be carefully documented.
8. Highlight and recap the main message in a report.
9. Encourage feedback on the report from the critics. The feedback, if negative, might be useful if properly supported with reasons by the critics. The report can be modified based on such feedback.
10. Use graphs, pie-charts, etc to show the numerical data records over years.
11. Decide on the margins on a report. Ideally, the top and the side margins should be the same (minimum 1 inch broad), but the lower/bottom margins can be one and a half times as broad as others.
12. Attempt to generate reader's interest by making appropriate paragraphs, giving bold headings for each paragraph, using bullets wherever required, etc.

**25. a. Prepare an analytical report in the letter form, in aspect of identifying the causes of brain drain in communication.**

**Analytical reports.** These reports contain facts along with analytical explanations offered by the reporter himself or may be asked for by the one who is seeking the report. Such reports contain the narration of facts, collected data and information, classified and tabulated data and also explanatory note followed by the conclusions arrived at or interpretations. A company chairman may ask for a report on falling trends in sale in a particular area. He will in this case be naturally interested in knowing all the details including that of opinion of any of the investigator.

A business report is a document that conveys specific information about your business to other individuals. Sometimes those other individuals are employees and sometime they are investors. The information it conveys may vary depending on audience, but the foundation of the communication centers around communication.

## **Purpose**

- Business reports are written to communicate. Sometimes they are written as a means to attract investors to your organization. Business reports are also written for employees, to keep them abreast of a company's goals and achievements. Whichever audience the report is written for, the purpose is to communicate specific information about your business.

### **25. b. Describe the characteristics of a good speaker?**

#### **Qualities of the best speakers**

1. Stand erect distributing your weight on both the legs. Do not hold onto the mike or to the podium for support.
2. Have a good posture and appearance. Do not lean on the podium.
3. Be confident, relaxed and energetic. Do not play with your clothes or fingers.
4. Wear clothes that befit the occasion.
5. Convey sincerity, conviction and enthusiasm for the subject.
6. Begin the speech, after passing for a few seconds, looking over the audience.
7. Open the speech with a striking, catchy introduction looking into the eyes of the audience.
8. Have a conversational tone.
9. Establish eye contact with the audience.
10. Use gestures to emphasize and clarify your points.
11. Allow your hands, to fall naturally to your sides, when not gesturing.
12. Have enough voice projection.
13. Modulate your voice.
14. Speak at moderate speed. Do not rush through.
15. Pause before and after important ideas.
16. Have pleasant mannerisms.
17. Do not read your speech.
18. Manage time.
19. Close the speech with a striking, impressive, concluding remark.

**26. a. ” A tactfully written letter of complaint will alone bring a proper adjustment”.  
Illustrate the truth of his statement.**

All reports need to be clear, concise and well structured. The key to writing an effective report is to allocate time for planning and preparation. With careful planning, the writing of a report will be made much easier. The essential stages of successful report writing are described below. Consider how long each stage is likely to take and divide the time before the deadline between the different stages. Be sure to leave time for final proof reading and checking.

**iv. Complaint Letter**

A complaint letter is written when the purchaser does not find the goods upto his satisfaction. It is normally written by the purchaser when he receives wrong, defective or damaged goods or receives incorrect quantity of goods. It can also be written directly to the transit authority when the goods are damaged in transit. Thus, we may define a letter of complaint as the letter that draws the attention of the supplier or any other party on account of supply of defective or damaged goods.

**Points to be considered while writing a complaint letter**

- Complaint letters should be written immediately after receiving the defective goods.
- Mistakes as well as difficulty due to mistake should be mentioned clearly
- Proposal to correct the mistakes should be made
- Suggestions on how the complaint should be dealt with, i.e., mention of compensation, replacement, discount, cancellation etc, should be made.
- Mention period in which the corrective action should be taken
- Request to be careful in future

**Stage One: Understanding the report brief**

This first stage is the most important. You need to be confident that you understand the purpose of your report as described in your report brief or instructions. Consider who the report is for and

why it is being written. Check that you understand all the instructions or requirements, and ask your tutor if anything is unclear.

### **Stage Two: Gathering and information**

Once you are clear about the purpose of your report, you need to begin to gather relevant information. Your information may come from a variety of sources, but how much information you will need will depend on how much detail is required in the report. You may want to begin by reading relevant literature to widen your understanding of the topic or issue before you go on to look at other forms of information such as questionnaires, surveys etc. As you read and gather information you need to assess its relevance to your report and select accordingly. Keep referring to your report brief to help you decide what is relevant information.

### **Stage Three: Organising your material**

Once you have gathered information you need to decide what will be included and in what sequence it should be presented. Begin by grouping together points that are related. These may form sections or chapters. Remember to keep referring to the report brief and be prepared to cut any information that is not directly relevant to the report. Choose an order for your material that is logical and easy to follow.

### **Stage Four: Analyzing your material**

Before you begin to write your first draft of the report, take time to consider and make notes on the points you will make using the facts and evidence you have gathered. What conclusions can be drawn from the material? What are the limitations or flaws in the evidence? Do certain pieces of evidence conflict with one another? It is not enough to simply present the information you have gathered; you must relate it to the problem or issue described in the report brief.

### **Stage Five: Writing the report**

Having organised your material into appropriate sections and headings you can begin to write the first draft of your report. You may find it easier to write the summary and contents page at the



end when you know exactly what will be included. Aim for a writing style that is direct and precise. Avoid waffle and make your points clearly and concisely. Chapters, sections and even individual paragraphs should be written with a clear structure. The structure described below can be adapted and applied to chapters, sections and even paragraphs.

- **Introduce** the main idea of the chapter/section/paragraph
- **Explain** and expand the idea, defining any key terms.
- **Present** relevant evidence to support your point(s).
- **Comment** on each piece of evidence showing how it relates to your point(s).
- **Conclude** your chapter/section/paragraph by either showing its significance to the report as a whole or making a link to the next chapter/section/paragraph.

### **Stage Six: Reviewing and redrafting**

Ideally, you should leave time to take a break before you review your first draft. Be prepared to rearrange or rewrite sections in the light of your review. Try to read the draft from the perspective of the reader. Is it easy to follow with a clear structure that makes sense? Are the points concisely but clearly explained and supported by relevant evidence?

Writing on a word processor makes it easier to rewrite and rearrange sections or paragraphs in your first draft. If you write your first draft by hand, try writing each section on a separate piece of paper to make redrafting easier.

### **Stage Seven: Presentation**

Once you are satisfied with the content and structure of your redrafted report, you can turn your attention to the presentation. Check that the wording of each chapter/section/subheading is clear and accurate. Check that you have adhered to the instructions in your report brief regarding format and presentation.

## **26. b. Explain in detail on social correspondence.**

### **SOCIAL CORRESPONDENCE**

Social correspondence includes all varieties of personal writings between acquaintances. Some examples of social correspondence are personal thank you notes, invitations, letters and cards. Although social correspondence often is casual in nature, there is a proper etiquette that applies even to correspondence among friends.

Social correspondence include personal letters, notes, invitation letters, card and thank you letters.

The Social Letters which are written to relations and intimate friends should be written in an easy, conversational style. The Social letters are really of the nature of friendly chat: and, being as a rule unpremeditated and spontaneous compositions, they are informal and free-and-easy as compared with essays. Just as in friendly talks, as in friendly letters, we can touch on many subjects and in any order we like. And we can use colloquial expressions which would in formal essays be quite out of place. But this does not mean that we can be careless and slovenly in dashing off our letters. For, it is insulting to ask a friend to decipher a badly written, ill-composed and confusing scrawl.

The Social Letters which are written to relations and intimate friends should be written in an easy, conversational style. So, it must for us to take care and preserve some order in expressing our thoughts. Above all, it must be remembered that, however free-and-easy may be our style, we are as much bound by the rules of spelling, punctuation, grammar and idiom in writing a letter as we are in writing the most formal letter.

The Social Letters which are written to relations and intimate friends should be written in an easy, conversational style. Such ungrammatical expressions as “an advice, those sort of things and he met my brother and I” are not permissible both in a friendly letter and in a business letter. Mistakes in spelling, punctuation and grammar at once stamp a letter-writer as uneducated.

**Forms of address:**

In Social Letters to relations and intimate friends, use the proper form of address. The proper form of address is the name (without title) of the person to whom you are writing, prefixed by such qualifying terms as Dear, My Dear, Dearest etc...

**For examples:**

Dear Father,

Dear Mother,

Dear Brother,

Dearest Sister,

Dear Edward, My Dear Bill,

But if you are writing to an ordinary person who is much older than you are, or of superior rank, it is respectful to use a prefix like Mr., Mrs., Ms. Etc...The Social-letters which are written to relations and intimate friends should be written in an easy, conversational style.

**For Example:**

Dear Mr. Bill,

Dear Mrs. Bill Mary

**KARPAGAM ACADEMY OF HIGHER EDUCATION**  
**(For the candidates admitted from 2017 onwards)**  
**THIRD INTERNAL EXAMINATION – SEPTEMBER 2017**  
**I BBA – I SEMESTER**  
**BUSINESS COMMUNICATION**  
**ANSWER KEY**

**PART –A (20x1=20 Marks)**  
**ANSWER ALL THE QUESTIONS**

1. Written
2. Skimming
3. Speaking
4. Written
5. Three
6. Affection
7. Providing information, solving problem and entertaining the listeners
8. Audio and Visual
9. Visual
10. Publicity and Policies
11. Permits use of some non-verbal cues
12. Postscripts
13. Technique
14. Offer letter
15. Gender
16. Learn more about the speech topic.
17. Blank Presentation
18. Verbal messages
19. Research
20. Scripted delivery

**PART – B (3 x 2= 6 Marks)**  
**ANSWER ALL THE QUESTIONS**

**21. How should a candidate dress himself/herself for an interview?**

For successful interview dress

**Men and Women**

- Conservative two-piece or three-piece business suit (solid dark blue or grey is best)
- Conservative long-sleeved shirt/blouse (white is best, pastel is next best)
- Clean, polished conservative shoes
- Well-groomed hairstyle
- Clean, trimmed fingernails
- Minimal cologne or perfume
- Empty pockets—no bulges or tinkling coins
- No gum, candy, or cigarettes
- Light briefcase or portfolio case
- No visible body piercing (nose rings, eyebrow rings, etc.) or tattoos

**22. List out any two merits in telephone mean of communication?**

- Immediate feedback
- Quick Response

**23. Mention the merits in oral communication?**

- Face to face interaction
- Quick Decision making

**PART – C (3 x 8= 24 Marks)**  
**ANSWER ALL THE QUESTIONS**

**24. a. Describe the different types of interviews?**

Interviews may be classified into following categories :

**1. Patterned or Structured Interview :** This is the most common method of interview. It is based on the assumption that to be most effective every pertinent detail should be worked out in advance. Questions would be asked in a particular order, with very little deviation. The time to be allowed to each candidate and information to be sought are predecided. Such interviews are also called standardized interviews, for they are pre-planned to a high degree of accuracy and precision. Such interview is also known as **directed or guided interview**. Patterned interview

helps to minimize personal bias and prejudice and provides uniformity and consistency. It allows for a systematic coverage of the required information. But such an interview does not allow keep probing into the candidate's mind.

**2. Non-Directed or Unstructured Interview :** This type of interview is free and is relatively non-planned as to format. The interview is not directed by questions or comments as to what the candidate should be asked. Non-directed interview is a more flexible approach and therefore the candidate feels more at ease. Generally, the candidate is encouraged to express himself on a variety of subjects, on his expectations and motivations, background and upbringing, interests, etc. The interviewers look for traits of character and nature of his aspirations and his potentials, strengths and weaknesses. Thus, a better assessment of the candidate's personality becomes possible. But unless the interviewer is very competent, the discussion may lose its direction and may become a rambling session with much wastage of time and effort.

**3. Informal Interview :** Such interview may take place anywhere. It is not planned and is used when the staff is required urgently. A friend or relative of the employer may introduce the candidate to the employer, who asks a few basic question like name, education, experience, etc.

**4. Formal Interview :** This type of interview is preplanned and is held in a formal atmosphere. All the formalities and procedures e.g. the venue, the time, the panel of interviewers, and the questions to be asked are decided in advance.

**5. Depth Interview :** It is a semi-structure approach wherein details concerning one key area are sought. It is designed to intensively examine the candidate's proficiency in his area of special interest. The purpose is to get a true picture of the candidate through deep probing into his mind. This type of interview requires a mature understanding of human behaviour on the part of the interviewer.

**6. Group Interview :** In this type of interview, groups rather than individuals are interviewed. Generally, a topic for discussion is given to the group.<sup>1</sup> The applicants enter into group discussions, knowing that the interview is a test, but do not know which qualities are being measured or tested. The candidates in the group are carefully watched as to who takes a lead in the discussion, who tries influencing others, who summarises and clarifies issues and who speaks effectively. In this type of interview, the emphasis is on the analysis of the interviewers impressions from discussions rather than a factual information. Such interview is based on the assumption that behaviour displayed in a group situation is related to potential success in the job.

**7. Panel Interview :** Such interview is conducted by a group of interviewer. It seeks to pool the collective wisdom and judgement of several interviewers. Question are asked in turn or at random.

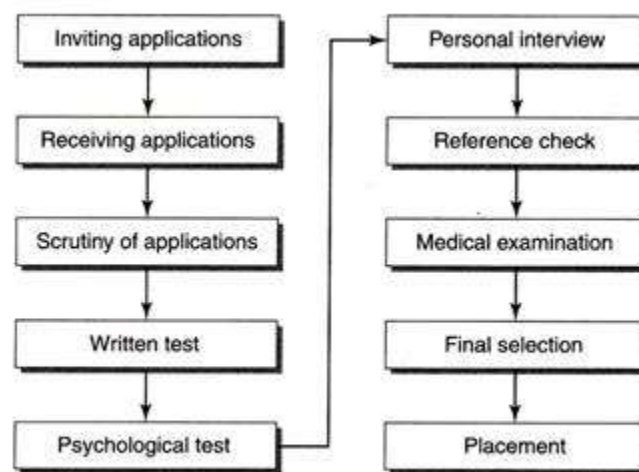
**8. Individual Interview :** This is also called as **one-to-one interview**. It is a face to face interaction between the interviewer and the candidate. It is a two-way communication and there should be purposeful exchange of ideas.

**9. Stress Interview :** The purpose of such interview is to find out how a candidate behaves in a stressful situation i.e. whether he loses his temper, gets confused or frightened or feels frustrated. The interviewer deliberately puts the candidate on the defensive by trying to annoy, embarrass or frustrate him. In order to put the candidate under strain, the interviewer asks questions rapidly, criticizes his answers, interrupts him frequently and so on.

Such interview must be handled with utmost care and skill. It may not necessarily reveal how the candidate will behave in a real stressful situation involved in the job.

**24. b. What are the various techniques employed for selection interviews? Discuss their relative merits and demerits.**

**INTERVIEW TECHNIQUES:**



**Fig. 5.6** Steps Involved in Selection Procedure

**1. Inviting applications:**

The prospective candidates from within the organization or outside the organization are called for applying for the post. Detailed job description and job specification are provided in the advertisement for the job. It attracts a large number of candidates from various areas.

**2. Receiving applications:**

Detailed applications are collected from the candidates which provide the necessary information about personal and professional details of a person. These applications facilitate analysis and comparison of the candidates.

### **3. Scrutiny of applications:**

As the limit of the period within which the company is supposed to receive applications ends, the applications are sorted out. Incomplete applications get rejected; applicants with un-matching job specifications are also rejected.

### **4. Written tests:**

As the final list of candidates becomes ready after the scrutiny of applications, the written test is conducted. This test is conducted for understanding the technical knowledge, attitude and interest of the candidates. This process is useful when the number of applicants is large. Many times, a second chance is given to candidates to prove themselves by conducting another written test.

### **5. Psychological tests:**

These tests are conducted individually and they help for finding out the individual quality and skill of a person. The types of psychological tests are aptitude test, intelligence test, synthetic test and personality test

### **6. Personal interview:**

Candidates proving themselves successful through tests are interviewed personally. The interviewers may be individual or a panel. It generally involves officers from the top management. The candidates are asked several questions about their experience on another job, their family background, their interests, etc. They are supposed to describe their expectations from the said job. Their strengths and weaknesses are identified and noted by the interviewers which help them to take the final decision of selection.

### **7. Reference check:**

Generally, at least two references are asked for by the company from the candidate. Reference check is a type of crosscheck for the information provided by the candidate through their application form and during the interviews.

### **8. Medical examination:**

Physical strength and fitness of a candidate is must before they takes up the job. In spite of good performance in tests and interviews, candidates can be rejected on the basis of their ill health.

### **9. Final selection:**

At this step, the candidate is given the appointment letter to join the organization on a particular date. The appointment letter specifies the post, title, salary and terms of employment. Generally initial appointment is on probation and after specific time period it becomes permanent.



**25. a. "Practice and rehearsal are indispensable for a good presentation." Discuss.**

- Rehearse mentally. Review your speech from start to finish in your head several times.  
See yourself being successful. Most athletes spent as much time preparing themselves mentally as they do physically.
- Memorize the opening and closing lines of your speech.
- Select an organizational pattern that will keep you and the audience on track. Make an outline of your main and supporting points.
- Write out your transitions.
- Rehearse on site so that you have "home-court advantage." Sit in the back of the room. Become aware of your surroundings and how you will appear to the audience.
- Conduct a "dress rehearsal." If your presentation requires more formal attire such as a suit and tie, or heels for a woman, rehearse wearing these clothes. Discover how your body language may be altered.
- Plan on your graphics being finished a few days early. Know the exact sequence and how you will introduce each slide.
- Rehearse from beginning to end. Time yourself so that you finish 2 minutes early.
- Videotape yourself. Get feedback.

**25. b. Prepare a Resume to apply for the post of accounts manager in Resmi & Co.,**

**Ranjith Kumar**

ContactNo.:+918568\*\*\*\*\*

Email ID: \*\*\*\*@gmail.com

**Profile Summary**

- A strategic thinker with excellent knowledge in numbers and financial terminologies and skilled in allocating the budget precisely having rich experience of 2 years as an Accounts Manager.
- Extensive knowledge of keeping records, maintain the records and track the financial transactions.
- Proven track record to maximize the business opportunities.

- Skilled in budgeting and maximizing the profit.
- Expertise to set strategic priorities and give clear strategic direction.

### **Personal Qualities**

- Strong in numbers and having remarkable logical and analytical skills.
- Excellent communication skills in verbal and written both.
- Ability to control and supervise the persons.
- Strong motivator and ability to do the work before the deadline.

### **Computer knowledge**

- Well versed in use of MS office
- Tally 10.1.
- Internet savvy.

### **Key Responsibilities Handled**

- Deliver a positive customer service experience.
- Maintain or exceed a minimum amount of sales.
- Prepare various reports surrounding the metrics of the sales department: quarterly sales results, annual forecasts and account status reports.
- Presenting the reports to the higher authorities.
- Supervising and reviewing work of accountants.

### **Achievements**

- Successfully cut down the maintenance cost 2 % in financial year 2010-2011.
- Increased the profit 6 % in 2010-2011.

### **Employers**

- Working as Account manager in DFG Pvt. Ltd. from Jan 2010- Present.

### **Academia**

- MBA in Finance.
- Graduation in commerce.

### **Personal Details**

**Languages Known:** Hindi, English, Punjabi, Urdu, French

**Date of Birth:** DD/MM/YYYY

**Address:** TYEIEIDD

## **26. a. Describe the importance for choosing power point presentation?**

**PowerPoint** is a highly innovative and versatile program that can ensure you a successful communication whether you're presenting in front of potential investors, a lecture theatre or simply in front of your colleagues. Below are five features you should be using – if you aren't already. Learn everything about these tips: they will improve your presentation skills and allow you to communicate your message successfully.

### **1) Adding Smart Art**

Don't confuse SmartArt with the similarly named WordArt. Where WordArt just allows you to display text using a wide variety of different formats and effects, SmartArt is a comprehensive and flexible business diagram tool that greatly improves upon the 'Diagram Gallery' feature found in previous versions of Office.

Click the insert SmartChart Graphic to choose from a selection of options.

SmartArt can be used to create professional diagrams that include pictures and text or combinations of the two. An obvious use of SmartArt would be to create an organisation chart but it can be used for many different kinds of diagrams and even to provide some variety to slides using text bullet points.

### **2) Inserting Shapes**

If you need to include some sort of diagram in your presentation, then the quickest and easiest way is probably to use SmartArt. However, it is important to be able to include shapes independently of SmartArt and worth being familiar with the various Drawing Tool format options.

Not only will they be useful if you do need to manually draw a diagram (and SmartArt doesn't suit all diagrams), but they can also be applied to objects on a slide that you might not immediately think of as shapes. For example the box that contains your slide title or your content. This can be anything from text to a video, or even the individual shapes in a SmartArt diagram.

As you can see, the gallery of available shapes is very extensive. Once you have selected your chosen shape, you can just click in your slide to insert a default version of the shape or, to set a particular size and position, click and drag with the mouse to create the shape and size you want.

### **3) Inserting an Image**

Here are two content type icons which appear in new content Placeholders for inserting pictures. You can Insert Picture from File or Insert Clip Art. Alternatively, the Illustrations group of the Insert ribbon tab includes the same two tools. In addition, **PowerPoint 2010** has a new 'Screenshot' option that allows you to capture an entire window or part of a window for inclusion on a slide. You can also copy any image and just paste it directly to a slide.

Insert Picture from File allows you to browse to an image file saved somewhere on your system whereas Clip Art is held in an indexed gallery of different media types. Clip Art is not limited to pictures: 'The Results should be:' box lets you choose between: 'All media file types' and one or more of the following different types:

- Illustrations
- Photographs
- Video
- Audio

Once you have found the image you want to use, click on it to insert it into the current slide. You can now re-size and move the image accordingly with further editing options available when you right click the desired image.

### **4) Slide Transitions**

Properly used, slide transitions can be make your presentations clearer and more interesting and, where appropriate, more fun. Badly used, the effect of slide transitions can be closer to irritating or even nauseating. Simple animation effects are often used to add interest to bullet point text. Much more extreme animation effects are available but, in most cases, should be used sparingly if at all.

Two main kinds of animation are available in a PowerPoint presentation: the transition from one slide to the next and the animation of images/text on a specific slide.

In PowerPoint 2010 & 2013 there is also a separate Transitions ribbon tab that includes a gallery of different transition effects. These can be applied to selected slides or all slides. If you want to apply different transition effects to different groups of slides, then you might want to choose 'Slide Sorter' view from the Presentation Views group of the View ribbon.

## **5) Adding Animations**

To apply an animation effect, choose the object or objects to be animated, then choose Animation Styles or Add Animation from the Animations toolbar.

Where an animation is applied to an object with different components (for instance a SmartArt graphic made up of several boxes), the Effect Options tool becomes available to control how each component will be animated. So for example, your animation can be used to introduce elements of an organisation chart to your slide one by one.

## **26. b. Elaborate the essentials, merits and demerits in oral presentation?**

Oral communication implies communication through mouth. It includes individuals conversing with each other, be it direct conversation or telephonic conversation. Speeches, presentations, discussions are all forms of oral communication. Oral communication is generally recommended when the communication matter is of temporary kind or where a direct interaction is required. Face to face communication (meetings, lectures, conferences, interviews, etc.) is significant so as to build a rapport and trust.

### **Advantages of Oral Communication**

- There is high level of understanding and transparency in oral communication as it is interpersonal.
- There is no element of rigidity in oral communication. There is flexibility for allowing changes in the decisions previously taken.
- The feedback is spontaneous in case of oral communication. Thus, decisions can be made quickly without any delay.
- Oral communication is not only time saving, but it also saves upon money and efforts.
- Oral communication is best in case of problem resolution. The conflicts, disputes and many issues/differences can be put to an end by talking them over.
- Oral communication is an essential for teamwork and group energy.
- Oral communication promotes a receptive and encouraging morale among organizational employees.
- Oral communication can be best used to transfer private and confidential information/matter.

### **Disadvantages/Limitations of Oral Communication**

- Relying only on oral communication may not be sufficient as business communication is formal and very organized.

- Oral communication is less authentic than written communication as they are informal and not as organized as written communication.
- Oral communication is time-saving as far as daily interactions are concerned, but in case of meetings, long speeches consume lot of time and are unproductive at times.
- Oral communications are not easy to maintain and thus they are unsteady.
- There may be misunderstandings as the information is not complete and may lack essentials.
- It requires attentiveness and great receptivity on part of the receivers/audience.
- Oral communication (such as speeches) is not frequently used as legal records except in investigation work.

**KARPAGAM ACADEMY OF HIGHER EDUCATION**

**KARPAGAM UNIVERSITY**

**DEPARTMENT OF MANAGEMENT**

**I BBA – BUSINESS COMMUNICATION**

<b>S.No.</b>	<b>Register No.</b>	<b>Name of the Student</b>	<b>Seminar Topics</b>
1	17BAU001	Aakash. R	Process of Communication
2	17BAU002	Abinaya.D	Types of Communication
3	17BAU003	Abisha.J	Barriers of Communication
4	17BAU004	Aishwarya.S	Importance of Communication
5	17BAU005	Akshay K Ajay	Physical Barriers
6	17BAU006	Anto William . P	Principles of Communication
7	17BAU007	Aravind Kumar. P	Essentials of a Effective Business Communication
8	17BAU008	Aravind. M	Functions of a Business Letter
9	17BAU009	Balaji. P	Job Application Letter
10	17BAU010	Elavarasan. K	Preparing the Resume
11	17BAU011	Govarthini. S	Sales Letters- Importance
12	17BAU012	Immanuvel. G	Social Correspondence
13	17BAU013	Jegadheesh Kumar. S	Placing Order in Business
14	17BAU014	Kannan. M	Report Writing – Importance
15	17BAU015	Kowsika. V	Types of Report Writing
16	17BAU016	Kumar. C	Characteristics of good report
17	17BAU017	Manikandan. G	Importance of Writing Skill
18	17BAU018	Manikandan. M	Reports by Committees
19	17BAU019	Marimuthu. M	Oral and Written Report
20	17BAU020	Mohammed Ameen . B	Importance of Check list of Report
21	17BAU021	Nagoor mohideen. S	Preparation of Final draft in report
22	17BAU022	Nagulan. R. V	Organization of Report
23	17BAU023	Natarajan. S	Enquiry and reply letters Importance
24	17BAU024	Naveen. N	Application letter – Importance
25	17BAU025	Naveeth.R	Interview Predation
26	17BAU026	Pandiyan. S	Public Speech
27	17BAU027	Prabhakaran. D	Characteristics of good speech
28	17BAU028	Pradeesh. P	Types of Business report
29	17BAU029	Praveenkumar. P	Letter of Conformation – Importance of vocabulary
30	17BAU030	Rajagopal. P	Oral presentation

31	17BAU031	Rajeshwari . K	Common errors in oral presentation
32	17BAU032	Ramasamy Ahilan	Importance of telephone communication
33	17BAU033	Riyazuddin. B	Power point presentation
34	17BAU034	Ruban Raj Kumar. K	Audio Communication
35	17BAU035	Sakthivel. E	Visual means of Communication
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48	17BAU048	Vennila. R	Nature of communication
49	17BAU049	Vetriselvan. K	Consequence in delay on letters
50	17BAU050	Vidhya Shree. G	Memorandum
51	17BAU051	Vignesh. R	Reports by Individuals
52	17BAU052	Vignesh.C	Merits in oral presentation
53	17BAU053	Vigneshwaran. M	Importance of tenders
54	17BAU054	Vinodkumar. P	Agenda and Notices
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