

B.Sc. (Data Science) (NEP Pattern) First Year Semester-I
BSCDS015 : Business Communication and Information Ethics

P. Pages : 1

Time : Two Hours



GUG/W/23/15259

Max. Marks : 40

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1. a) Explain any three non- verbal methods of communication with example. 4
- b) Differentiate between verbal and non verbal communication with example. 4
- OR**
- c) Discuss the concept of business communication and its types. 4
- d) Explain major barriers for communication? 4
2. a) Why briefness and clarity in email communication is important? 4
- b) Write a short note on notice and Agenda. 4
- OR**
- c) What is business communication at workplace. 4
- d) Write a short note on Agenda and minutes of meeting. 4
3. a) Discuss various types of business report. 4
- b) Write a note on effective report writing. 4
- OR**
- c) Write principals of writing business letters. 4
- d) Write a note on “Gathering information for report writing. 4
4. a) Explain various parts of a report format. 4
- b) Discuss abstract and summaries report. 4
- OR**
- c) Write a note on Instruction manual. 4
- d) Discuss important of visual aids in Business report. 4
5. a) What is information ethics? 2
- b) Discuss the important of business ethics. 2
- c) Write a short note of ethics after the information revolution. 2
- d) State various ethical issues of the information age. 2
