

**BBA-205 (O) (AK)**

**2 0 2 1**

( 2nd Semester )

**BACHELOR OF BUSINESS ADMINISTRATION**

Paper : BBA-205 (Old)

**( Business Communication )**

**KEY ANSWERS FOR OBJECTIVES**

( PART : A—OBJECTIVE )

( Marks : 25 )

1. Choose and write the correct answer from the options provided : 1×10=10

(a) (i) channel

(b) (ii) symbols

(c) (ii) Sender, encoding, message, decoding, receiver, response and feedback

(d) (ii) persuasive messages

(e) (iii) Formal

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- (f) (iv) All of the above
- (g) (i) stop talking
- (h) (i) 'you' attitude, focus on your audience and think about prospective employer's need
- (i) (ii) Stress
- (j) (iv) different countries

2. State whether the following statements are True or False : 1×5=5

- (a) False
- (b) False
- (c) False
- (d) True
- (e) True

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