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**Gandhi Institute of Engineering and Technology University, Odisha, Gunupur
(GIET University)**

B.B.A. (Second Semester - Regular) Examinations, May – 2026

25AEC101_Business Communication-II



Time: 3 hrs

Maximum: 60 Marks

(The figures in the right hand margin indicate marks.)

PART – A

(2 x 10 = 20 Marks)

Q.1. Answer **ALL** questions

	CO #	Blooms Level
a. Explain an office circular.	CO1	K2
b. Describe briefly minutes of meeting.	CO1	K2
c. Define report writing.	CO1	K2
d. Explain corporate communication.	CO1	K2
e. Explain communication during change.	CO1	K3
f. Describe briefly group discussion.	CO2	K2
g. Write the meaning of online meeting communication.	CO2	K3
h. Explain negotiation process.	CO3	K2
i. Explain cross-cultural communication.	CO3	K2
j. Discuss digital citizenship.	CO4	K3

PART – B

(8 x 5 = 40 Marks)

Answer **ANY FIVE** the questions

	Marks	CO #	Blooms Level
2. a. Explain types of written communication in organizations. (OR)	8	CO1	K2
b. Explain report writing process and types.	8	CO1	K2
3.a. Explain minutes of meeting with format. (OR)	8	CO1	K2
b. Discuss crisis communication strategies.	8	CO1	K4
4.a. Explain oral communication techniques. (OR)	8	CO2	K2
b. Explain professional etiquettes (online & offline).	8	CO2	K2
5.a. Analyse role of BATNA in negotiation. (OR)	8	CO3	K4
b. Explain body language in negotiation.	8	CO3	K3
6.a. Explain digital communication in organizations. (OR)	8	CO4	K2
b. Analyse digital etiquette and responsibilities.	8	CO4	K4

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