

# B.P.College of Business Administration

SEM- IV Subject: BBA 19 Business Communication II

Assignment No-1, Date:17-11-2014

(Based on Chapter- 1)

Q1: explain the types of interview.

Q2: Write the short note on the candidate preparation for interview.

Q3: explain the stages for the successful presentation.

Q4: write a short note on the paralinguistic elements in presentation.

Q5: what is meeting? Explain the types of meeting

Q6: write short note on the following

- a) role of chair person in meeting
- b) Role of secretary in meeting
- c) Notice
- d) Agenda
- e) Minutes of meeting