



MBR-010-002205

Seat No. _____

**P. G. Diploma in Hospital Management (Sem. II)
(CBCS) Examination**

April / May - 2018

English

(Technical Communication) (New Course)

Faculty Code : 010

Subject Code : 002205

Time : $2\frac{1}{2}$ Hours]

[Total Marks : 70

Instruction : Figures to the right indicate maximum marks.

1 Define communication and discuss its process. 14

OR

1 What is verbal communication ? What are its advantages and disadvantages ? 14

2 Write note on non-verbal communication. 14

OR

2 Comment on the barriers of communication. 14

3 Draft a report on the demand of canteen on company's head-quarter with positive recommendations. 14

OR

3 Draft a report on increase of sales giving reasons and demanding bonus for the employee. 14

4 Write a business letter to the Samsung dealer inquiring about the newly launched mobile. 14

OR

4 Prepare minutes of the annual general meeting of your company at head office. 14

5 Write an application for the post of a management officer in a hospital with resume. 14

OR

5 Write an application for the post of a campus director in a hospital with resume. 14
