

**APPEARANCE OF MOBILE PHONE(S) / SMART DEVICE(S) SUBJECT TO BE CONSIDERED AS AN ACT OF CHEATING**

College Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ Seat No: \_\_\_\_\_

Copy No: \_\_\_\_\_

**KARACHI UNIVERSITY BUSINESS SCHOOL  
UNIVERSITY OF KARACHI  
FINAL EXAMINATION JUNE 2015; AFFILIATED COLLEGES  
BUSINESS COMMUNICATION – II; BA (M)–502 (PART B)  
MBA – II**

**Date: June 16, 2015**

**Max Time: 30 Mins**

**Max Marks: 10**

**INSTRUCTIONS:**

- 1. Attempt ALL questions. Do not write anything on the question paper.**
- 2. Give brief answers to the following questions. Answers more than 03 lines will not be considered for checking / marking.**
- 3. Mobile phones or any other communicating device will not be allowed in the examination room. Students will have to remove the batteries of these devices before entering the examination hall.**

- Q1. List the basic heads required for preparing for job negotiation.
- Q2. Why is self-assessment important before drafting a resume?
- Q3. What might be the purpose of informal meetings?
- Q4. Discuss the various phases of problem solving.
- Q5. List the various kinds of informative speaking.
- Q6. List the various kinds of persuasive speaking.
- Q7. What is dyadic communication?
- Q8. What are the responsibilities of an interviewee?
- Q9. Highlight the various steps involved in preparing effective oral presentation.
- Q10. Pen down the chronology of an interview.

**END OF SUBJECTIVE PAPER**