

Sakuntala Krishna Institute Of Technology



Assignment - 1

Subject: Business COMMUNICATION

Class: BCA 1st SEM

1. Meaning and Definitions of Communication ?
2. 7c's of Communication brief with shorter .
3. Process of Communication with explanation ?
4. Objective of Communication ?
5. Importance of Communication ?

Asst .Lec
Radha Vishnoi

[BCA Department]

SHAKUNTALA KRISHNA INSTITUTE OF TECHNOLOGY

Hawaspur, Kanpur Dehat. (KD-64)

[BCA 1 SEM]



ASSIGNMENT -2

SUBJECT - BUSINESS COMMUNICATION

1. Explain communication skills?
2. Explain Types of communication skills?
3. Explain E-mail 

(BCA -DEPARTMENT)

Assi. Lecturer -Radha Vishnoi

SKIT COLLEGE KD-64

SUBJECT-BUSINESS COMMUNICATION

(RADHA VISHNOI-ASSI.LECT.)

ASSIGNMENT-3

QUESTIONS-

- 1.WRITE PRINCIPLES OF EFFECTIVE ORAL COMMUNICATION.
- 2.PRINCIPLES OF GOOD LISTENING.
- 3.DEFINE ORAL COMMUNICATION.AND ITS TYPES?
- 4.DEFINE GESTURES AND EMOTIONS.
- 5.EXPLAINED ANY 5 SOCIEL MEDIA PLATEFORM.

BCA DEPARTMENT-SEM 1ST

SUBMITTED DATE –

08/08/2025

THANKU!!

SKIT COLLEGE KD-64

Subject - Business communication

Assistant lecturer -Radha Vishnoi

(BCA DEPARTMENT -1ST SEM)

Assignment -4

Questions-

- 1.write definition of oral communication.**
- 2. Group discussion.**
- 3. Meetings.**
- 4. Principal of effective writing.**
- 5. Explain listening**

