

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**

