

Important Questions

(From Previous Year University Question Papers)

1. What do you mean by Report? Mention the characteristics of a business report.
2. Describe the Process of Communication in detail.
3. Discuss 7C's of Business Communication in detail.
4. What is the point to be kept in mind at the time of writing emails? How SMS different from emails and what issues and challenges are involved in both types of communication.
5. How technological advancement will effect on business communication?
6. There is no important area of human activity than management since its task is that of getting things done through people. Discuss. Also elaborate the importance of the management function to individuals and to the society.
7. "Planning is a mental exercise that requires imagination, foresight and sound Judgement". Justify your statement.
8. "Communication is essential as anything because nothing can be achieved without it". Elucidate the statement underlying the importance and process of communication within the organization.
9. Explain five principles of scientific management' What are the reasons behind criticism of 'Taylorism'?
10. "Every business needs a strategy to take care of change both expected and unexpected". Explain with context of planned change and resistant to change.
11. What is decentralization? List advantages of decentralization. What are the factors affecting extend of decentralization?

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12. Describe SWOT analysis giving suitable example. For what purpose managers use SWOT analysis?
13. List various characteristics of planning. What are various steps involved in a planning process?
14. Define the communication. Discuss various characteristic of successful communication?
15. Differentiate between press release and press report. State the essentials of a good press release?
16. Write short note on the importance of advanced visual support in presentation?
17. Define Noise. Discuss different barriers to communication. Suggest how to overcome them.
18. What are the characteristics of successful communication?
19. Discuss the principles of oral communication?
20. Explain the differences between business letters and business reports?
21. Write the importance of media management in business communication?
22. What are the differences between oral communication and written communication?
23. What is electronic writing process in business communication?
24. What are the objectives of report writing? Explain the format of formal report writing?
25. How technological advancement will effect on business communication?
26. What do you understand by listening? Explain the need listening in business communication?
27. What is grapevine? What are its benefits and drawbacks? Discuss the essentials of effective communication with examples.

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- 28.**What is the point to be kept in mind at the time of writing emails? How SMS different from emails and what issues and challenges are involved in both types of communication.
- 29.**Explain the various types of planning. Mention and explain the steps in planning with neat diagram.
- 30.**What are the functions of a manager? Is mere knowledge of management enough to become a successful manager? Brief explain managerial skills.
- 31.**Explain the steps involved in Decision making process with examples. Also explain in detail any two Decision making tools.
- 32.**“Control is the fundamental function that ensure work accomplishment according to plan.” Analyze this statement and outline the various steps involve in control process.
- 33.**What do you mean by Span of management? Mention various factors affecting span of management.
- 34.**“Directing is said to be the heart of management process.” Explain this statement. State the principles how to make it more effective.
- 35.**“Leaders can be made as per situation”. Elaborate and exemplify your opinion with reference to leader situation model?
- 36.** Explain what is Leadership? Elaborate on the Trait theory of Leadership.
- 37.**What can be the reasons for resistance to change? How can the resistance are minimized.