



12. (a) Discuss the Barriers to Successful Interpersonal Communication

Or

- (b) What are your suggestions for becoming a better interviewer and a better interviewee?

13. (a) What are the Guidelines for preparation of Agenda?

Or

- (b) The Jogger is a motorized indoor track on which people can run or walk at their own pace and in the safety and comfort of their own rooms. Write a letter selling the jogger to hotels. You believe this market segment can use the product by placing it in the rooms they schedule for executives and other traveling business persons.

14. (a) Discuss the differences between technical reports and other types of business reports?

Or

- (b) Discuss the importance of coherence in report-writing.

15. (a) Discuss the seven step process of writing a project report.

Or

- (b) Discuss the factors to be considered while writing a project appraisal report. Show the time frame necessary for implementation of the project.