



Ref. No.: DBC/BMC

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CORE CONCEPT OF BUSINESS MANAGEMENT & COMMUNICATION

QUESTION 1:- Explain the CVs and content of CVs?

ANSWER: - Curriculum Vitae means to brief summary of candidate background, education qualification and personal detail represent in a written way in absence of the candidate.

CVs is the step to screen out the employees and hiring best one candidate at a vacant position in an organization.

PURPOSE OF CVs ARE AS FOLLOWS:-

1. Brief summary of the candidate.
2. Help to screen out the candidate
3. Help to hiring new employees

CONTENTS OF CVs ARE AS FOLLOWS:-

1. Career Objective
2. Professional Qualification
3. Education Qualification
4. Experience
5. Summer Project
6. Strength
7. Personal Details
8. Declaration
9. References (if required)

QUESTION 2:- Define the Group Discussion and how to make an effective session of GD?

ANSWER: - Group Discussion is the processes of preliminary examination where the group of people are assemble in a particular place for discussion on a particular issue to check the speaking skill and listening skill of the candidate.

GD can be made an effective by the help of two skills. These two skills are as follows:-

1. SPEAKING SKILL
2. LISTENING SKILL

SPEAKING SKILL

- A. Knowledge of GD topic.
- B. Remarkable and Audible voice.
- C. Effective Body Language.
- D. Positive impression.



LISTENING SKILL

- A. Positive attitude
- B. Effective body language
- C. Positive facial expression

QUESTION 3:- Define the interview and how to make an effective or healthy session of interview?

Answer: - Interview means interaction between two people one is interviewer and other is interviewee.

It is the direct or face to face communication between employer and employees or who want the job.

TYPES OF INTERVIEW

1. Selection Interview
2. Promotional Interview
3. Appraisal Interview
4. Exit Interview

Basically the three skills must be adopted at the time of interview which help to create a healthy session or help to beat the session of interview. **These interview skills or candidate must be preparing with the skill. These preparations are as follows:-**

1. Mental Preparation
2. Physical Preparation
3. Psychological Preparation

Mental Preparation means to proper knowledge of subjective as well as experiences. As well mentally prepare of the company where they are given interview,

Physical Preparation means to properly prepare with dress as well as physically fit. Positive impression, positive abdicates show in front of the interviewer.

Psychological Preparation means interviewee or candidate must show the positive behavior that is honesty, loyalty etc. represent in front of the interviewer.

QUESTION 4:- Explain the technology advancement on Business Communication?

ANSWER:- In present scenario the business is changing, traditionally the business is dependent on monopoly i.e. single seller in the market but right now there is a change, the business deal in monopolistic competition i.e. large number of sellers and buyers as well as. The size of the business is also changing i.e. increase the size of business as well as increase the size of manpower so that conditions change in business communication according to convey the message at a particular time with cover all the distance in a same way.

The term **NETWORKING** is used in Business Communication which helps to link the people in a group and communicate at a same time in a particular area. Networking means LINK between people who are working in the organization. Under this networking there are different different tools which help to convey the message in a link. These networking tools are as follows: