

**Khudiram Bose Central College**

**Principles and Practice of Management & Business Communication**

**Part 1 (Honours and General)**

**Date of Examination- 03.12.2020**

**Time- 1 hour (12:00 pm – 1:00 pm)**

**Group A-** Answer any 1 out of the following questions: (1x5)

1. What is participative style of leadership? State any three advantages of participative style of leadership. (2+3)
2. Write about the role of noise in the communication process.

**Group B-** Answer any 2 out of the following questions: (2x10)

3. Discuss Maslow's Hierarchy of Needs Theory.
4. Describe the steps of Forecasting.
5. Write a business letter to the Branch Manager of a bank for increasing the overdraft limit of the current account of the business.
6. Draft a notice along with the agenda of the first Board Meeting of a limited company.