Course Title:Business communication

Date:2019/04/14 No. of Questions: 5 Time: 1 hours

Using Dictionary (No)

University of Palestine



1st Midterm Exam 2nd semester 2018/2019 Total Grade: 20%

Instructor Nam	e: Abedelazez J. Safi
Student No.:	
Student Name:	

College Name: Faculty of Financial

Management and Business

Dep. / Specialist: _____

1 st	Que	estion: Defined the Following Concepts (5 Points)
	1.	Application Letter:
	2.	Resume:
	3.	Verbal Communication:
	4.	Semantic Barriers:
	5.	Candid communication:
2 ^{no}	¹ Q	Question: Draw the Following Figures (4 Points)
	1.	Mention STRUCTURE & Body OF THE APPLICATION FOR A POST? (2 Points)
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	2.			content	of Res	ume and	l impor	tant tips	for imp	ressive	CV? (2
		points	5) 								
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Fo	ourth Question: Answer the following question clearly (11 points)
	(((Choose three questions out the of the four)))
1	Mention the Main principles of effective communication?(3 points)
1.	vicinion the Main principles of effective communication. (5 points)
••••	
2.	Mention and compare between skills for Speaker & Listener discussion? (3
	points)

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3.	Mention Barriers of Communication? (3 points)
4.	Compare and Mention between Seven Cs of writing and oral
	communication? (3 points)

End of Questions *Good Luck*