

What do you mean by Communication. Explain the objectives of Business Communication.

Communication is the process of passing information (Sending) and understanding (Receiving) the same from one person to another person through of verbal and non-verbal communication. The exchanging of information by speaking, writing or using some other medium. act of transferring information from one place, person or group to another.

Introduction Of Business Communication

MEANING :- 'Business Communication is the process of sharing information between people within and outside a company in order to promote an organization's goals objectives, and activities as well as increase profit'.

OBJECTIVES OF BUSINESS COMMUNICATION :-

- Development of managerial skills.
- Sharing of Information.
- Conveying the right information and message
- Co-ordination of efforts.
- Building of human relations

Interview Question and Answers

→ AS company manager.

Candidate : May I come in Sir.

Interviewer : Yes, Please come in.

Candidate : Thank you Sir.

Interviewer : please have a seat

Interviewer : Tell me about yourself ?

Candidate : Thank you for giving me this opportunity, I am Shilpa Shikha Singh. I am from Bihar. I have completed my Bachelor degree in Business Administration from Shersha College

Interviewer : What is your strength ?

Candidate : Self motivated person, Have positive attitude, & I am smart worker.

Interviewer : What is your weakness ?

Candidate : I am a person, who over thinks before doing any task because I want to do everything perfectly.

Interviewer : Why should I hire you ?

Candidate : As a fresher, I am interested in learning new things. As a student, I learn things theoretically. But I am waiting for an opportunity to implement them in a practical way. If you will hire me I will do my best.

Interviewer : Can you work under pressure ?

Candidate : Working under pressure nothing but a challenge in my view. If we are open to learn new things it is easy to work under pressure.

I always set new goals to my life and accept work with love. If we love the work we won't feel it as pressure.

Interviewer: How do you feel about working nights and weekends?

Candidate: I will try to complete my tasks within weekdays effectively and efficiently to avoid weekend and night work. I believe that our mental and physical health is very much important. If you are feeling fresh, you can contribute more effectively and ultimately will be a cause to increase the productivity.

Interviewer: What are your goals?

Candidates: My goal is simple learn more, work more and give 100% always, never think any work is small, just love your work and enjoy working.

Interviewer: Give what is the difference between hard work and smart work?

Candidates: Example for Hard work: -

→ Reaching the Building through steps is Hard work.

Example for smart work:

→ Reaching the building through lift is Smart work.

If the lift stops in between one can not reach the destination. If he uses steps definitely he will reach the destination.

Interviewer: Why do you want to work at our company?

Candidates: Because I know this company will help me to enhance my skills and gain more knowledge in the industry.