

All courses IV Semester Degree Examination, May - 2018

COMMERCE (Open - Elective)

Business Communication

Time : 3 Hours

Maximum Marks : 70

Section - A

Answer any **Ten** of the following.

(10×2=20)

1. What is oral communication.
2. What do you mean by Text messaging.
3. What is communication skills.
4. Write the difference between formal & Informal letters.
5. What do you mean by Report writing.
6. What is E - mail Correspondence.
7. What are the other names of Resume.
8. What is E - communication.
9. State the important points in personal information.
10. What are Tenders.
11. What do you mean by minutes.
12. What do you mean by Memo.

Section - B

Answer any **four** of the following :

(4×5=20)

13. Write a letter to the examination cell for rectification of your name in the marks card.
14. Write a letter to your college principal asking to grant a leave for 3 days for your sister's wedding.
15. You being a purchase manager at JSW steels Pvt Ltd, place an enquiry Indent order for 100 chairs & 300 duks for your organisation.
16. Explain the important points while preparing Resume.

[P.T.O]



17. What is Report writing? Explain the different types of Reports.
18. Explain the Advantages of Technology in Business Communication.

Section - C

Answer any **three** of the following :

(3×10=30)

19. Explain the Importance & different types of communication in detail.
20. As a General Manager for procurement department. Write a letter to all your vendors enquiring about convey your Belt of a machine through inviting quotations.
21. As a P.A. to your CEO, write the points of his whole Agenda & minutes for his official trip to Australia, for expansion of his business in Australia.
22. Explain the importance of Report writing including visuals, Such as, tables, diagrams, & charts.
23. Explain the Impact of modern techniques like video conferencing & social networking in today's Business.



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