

B.Com. Semester - 3 (CBCS) Examination
December.-2020 [NEW COURSE]
Business Communication - 1(Core)

Time: 1:30 Hours**Marks: 42****Instructions:**

1. Figure to the right indicate marks.
 2. There are five questions in the question paper.
 3. Answer any three of the following questions.
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- Que.1 What is communication? Discuss in detail the process of communication and (14)
different parts of communication.
- Que.2 Discuss in detail the various types of non-verbal communication. (14)
- Que.3 Explain in detail the essential qualities of a business letter. (14)
- Que.4 Write a suitable letter on following topics. (14)
- (1) Write a letter of inquiry for the stationary items.
- (2) Write a letter a order for washing machines and ACs.
- Que.5 Write any two short note on the following topics. (14)
- (A) Explain with various examples of different barriers of communication.
- (B) Face to face communication.
- (C) The outer parts of a business letter.
- (D) Write a suitable letter of execution of an order for the LED TVs and
Refrigerators.
