

B.Com. Semester - 3 (CBCS) Examination
December. -2020 [OLD 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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- Q.1 Give the various definitions of communication and discuss in detail the process of communication and different parts of communication. (14)
- Q.2 Discuss in detail the various types of verbal communication. (14)
- Q.3 Explain in detail the outer parts and inward structure of a business letter. (14)
- Q.4 Write a suitable letter on following topics. (14)
- (1) Write a letter of reply for the seasonal items.
- (2) Write a letter of order for smart phones.
- Q.5 Write any two short note on the following topics. (14)
- (A) Explain in detail different barriers of communication.
- (B) Body Language.
- (C) Any four essential qualities of a business letter.
- (D) Write a suitable letter of execution of an order for the stationary items.
