

B.Com. Semester - 3 (CBCS) Examination
Oct/Nov - 2022 (OLD COURSE)
BUSINESS COMMUNICATION - 1(CORE)

Time: 2:30 Hours**Marks: 70****Instructions:**

1. All questions are compulsory.
2. Figures to the right indicate marks.

Q.1 Define communication and explain the process of communication. (15)

OR

Q.1 Describe any three barriers to communication in detail.

Q.2 Write short notes (any two) (20)

1. Disadvantages of written communication
2. Facial expression
3. Advantages of oral communication
4. gestures

Q.3 Discuss the outward appearance of business letter in detail. (15)

OR

Q.3 Discuss the inward structure of business letter in detail.

Q.4 (A) Attempt any one letter (10)

1. Write a letter of inquiry for greeting cards and calendar for the shop.
2. Write a letter of quotation to the dealer for Men's' wear for your shop.

(B) Attempt any one letter (10)

1. Write a letter placing an order for various models of fans.
2. Draft an execution letter for the order of electronics items.
