

**B.Com. Semester - 3 (NEP-2020) Examination****OCT/NOV-2024****ENG: Business Communication (Ability Enhancement Course)****Time: 1:00 Hour****Marks: 25****Instructions:**

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

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**Que.1      Answer the following questions. (Any Two)      (10)**

- (1) What is communication? Define and discuss its process.
- (2) Discuss in detail Non-Verbal Communication.
- (3) Discuss Downward Communication.

**Que.2(A)    Write a report. (Any One)      (05)**

- (1) As the secretary of a youth club, prepare an individual report on finding a new suitable premise for your unit.
- (2) Submit committee report on declining sale of refrigerator.

**Que.2(B)    Write a notice / letter. (Any One)      (05)**

- (1) As the Manager of your branch, write a notice addressing your employees for regularity and punctuality in service.
- (2) As a manager write a letter of thanks to all the employees for the development and progress of your company with their hard work and extraordinary efficiency.

**Que.3(A)    Change the following sentences into passive voice. (Any Two)      (02)**

- (1) He insulted her yesterday.
- (2) I don't like your voice.
- (3) We should follow the traffic rules.

**Que.3(B)    Identify the following types of sentences. (Any Two)      (02)**

- (1) I will always remember his kindness.
- (2) How funny you look today!
- (3) Sit down and do your work quietly.

**Que.3(C)    Correct the following words if you find them incorrect. (Any Two)      (01)**

- (1) Poizen      (2) Kollage      (3) Trafik      (4) Telicast

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