

B.Com. Semester - 3 (CBCS) Examination
Oct/Nov - 2024 [As Per Syllabus Year June-2019]
Business Communication - 1(Core)

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

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

Que.1 Answer the following questions. (any one) (15)

- 1) Define communication. Explain the process of communication in detail.
- 2) What is a barrier? Explain Physical and Psychological barrier to communication in detail.

Que.2 Write short notes. (Any two) (20)

- 1) Oral Communication
- 2) Written Communication
- 3) Body Language
- 4) Color

Que.3 Answer the following questions. (any one) (15)

- 1) Discuss the inward structure of a business letter.
- 2) Explain the outward structure of a business letter.

Que.4 (A) Attempt Any One Letter. (10)

- 1) Draft a letter of inquiry about mobile phones and accessories.
- 2) Write a letter to Toys dealer, inquiring about different types of toys for your shop.

(B) Attempt Any One Letter. (10)

- 1) Write a letter of placing an order for wall-clocks.
- 2) Write a letter placing an order for various types of Teddy Bear Toys.
