

B.Com. Semester - 5 (Remedial) (NEP-2020) Examination**March/April-2026****ENGLISH: Business Communication in English (Skill Enhancement Course)****Time: 1:00 Hours****Marks: 25****Instructions:**

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

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- Que.1 Answer ANY ONE question of the following. (10)
Describe the process of communication.
OR
Describe the advantages and disadvantages of oral communication.
- Que.2 Answer ANY ONE question of the following. (10)
Describe the inward structure of a business letter.
OR
Describe essential qualities of a business letter.
- Que.3 Write ANY ONE short note of the following. (05)
1. Written Communication
2. Agenda of Meeting
