

B.Com. Semester - 3 (CBCS) Examination
Oct/Nov. -2019 (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.
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Que-1 Answer the following questions in detail. (Any one) (15)

1. What is communication? Explain the definitions and meaning of communication.
2. What is barrier in communication? Explain any three Barriers in communication.

Que-2 Write short notes on the following subjects. (Any two) (20)

1. Advantages of Oral Communication.
2. Written Communication.
3. Sign language.
4. Meta Communication.

Que-3 Answer the following questions in detail. (Any one) (15)

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

Que-4 (A) Draft a letter of inquiry about mobile phones and accessories. Ask for their price list and (10)
other terms and conditions.

OR

(A) Draft a letter of quotation for the inquiry made for stationary items.

Que-4 (B) Write a letter placing an order for office furniture. (10)

OR

(B) Draft a letter to execute a large order for sports goods.
