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BCM3Bc1C106x

Seat No : _____

**B.Com. Semester - 3 (CBCS) Examination
Nov/Dec. -2021 [NEW 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 Answer the following questions in detail. (Any one) (15)

1. Define Communication with the Process of Communication in detail.
2. What is Barrier in Communication? Explain any two Barriers in detail.

Q.-2 Write short notes (Any two) (20)

1. Written Communication
2. Para Language
3. Facial Expression
4. Advantages of Oral Communication

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

1. Explain Outward Appearance of a Business Letter in detail.
2. Describe the essential qualities of a good Business Letter.

Q.-4 (A) Write a Letter to Mobile World, Ahmedabad inquiring all kinds of (10)

mobile phones and accessories. Ask for their price list and terms and conditions.

OR

- (A) Draft a Letter of Quotation to the party who has enquired for your newly launched TV and Electronic Items.

Q.-4 (B) Write an Order Letter for Crockery Items to the Twinkle Crockerries, Morbi. (10)

OR

- (B) Write a Letter to execute an order for the supply of wooden chairs, tables and cupboards.
