

B.Com. Semester - 3 (CBCS) Examination
Nov/Dec. -2021 (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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Q.1 Answer the following questions in detail. (Any one) (15)

1. Explain the Process of Communication with diagram.
2. Discuss any two Barriers of Communication in detail.

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

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

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

1. What are the Essential qualities of a good Business Letter?
2. Describe the Outward structure of a Business Letter.

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

1. Draft a letter of Inquiry for newly launched HCL laptops.
2. Write a letter on behalf of Sharma Brothers, Manali to give a Quotation for woolen blankets and carpets to Choksi Brothers, Surat along with latest price list and a catalogue.

Q.4(B) Attempt Any One Letter (10)

1. Draft a letter for placing an Order for toys and games.
2. Write a letter to execute Order for Fifty dozen of Rose brand bathing soaps and shampoo.
