

B.Com. Semester - 3 (CBCS) Examination
Oct/Nov - 2022 [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.
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Q.1 What is communication? Explain the process of communication with diagram. (15)

OR

Q.1 Define barriers to communication and explain any three barriers.

Q.2 **Write short notes. (any two)** (20)

1. Oral communication
2. Advantages of written communication
3. Kinesics communication
4. Body language

Q.3 Describe outward appearance of a business letter in detail. (15)

OR

Q.3 Explain the inward structure of business letter.

Q.4 **(A) Attempt any one letter** (10)

1. Draft an enquiry letter on behalf of Sharma brothers, Rajkot for TV, Refrigerator and AC.
2. Draft a letter of quotation for the supply of wall clocks.

(B) Attempt any one letter (10)

1. Draft a letter of order for house and office furniture.
2. Draft a letter for execution of an order for the supply of stationery items.
