

B.Com. Semester - 4 (CBCS) Examination
March/April-2024 [NEW COURSE]
Business Communication - 2(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 Write an answer of the following question. (Any One) (15)
1. What is Listening? Explain the difference between Intensive & Extensive Listening in detail.
 2. Define Public Speaking. Describe the different types of public speeches.
- Que.2 Write short notes on the following subjects. (Any two) (20)
1. Blog Writing
 2. Cellphone
 3. Video-Conferencing
 4. Email-writing
- Que.3 Answer the following questions in detail. (Any One) (15)
1. Define Job Interview. Discuss the importance of body language in Job Interview?
 2. Explain the difference between Group Discussion & Debate.
- Que.4 (A) Draft a letter of Complaint for the damage in goods sent by the seller. (10)
- OR
- Draft a letter of Complaint for the delay in sending the goods.
- Que.4 (B) Draft a letter of adjustment regarding the cheap quality goods sent by the company. (10)
- OR
- Draft a letter of last reminder to a Debtor to settle the overdue bill.
