

B.Com. Semester III (Honours) Examination-2020-21

COMMERCE

Course Id: **31215**

Course Code: **BCOMH 305 SEC-1**

Course Title: BUSINESS COMMUNICATION

Time: 2 Hours

Full Marks:40

The figures in the margin indicate full marks.

Candidates are required to give their answer in their own words as far as practicable

1. Answer *any five* of the following questions: (2x5=10)

- a) What is communication?
- b) What is business communication Net work?
- c) Mention any two objectives of business communication.
- d) What is feedback?
- e) Mention two characteristics of informal communication.
- f) What is Mock Interview?
- g) What is E-mail?
- h) What is a resume?

2. Answer *any four* of the following questions: (5x4=20)

- a) Point out the advantages of Video Conferencing.
- b) Write any four features of Business Communication.
- c) What are the requirements of effective feedback?
- d) Mention the norms are to be observed at the time of group discussion.
- e) Discuss the advantages of formal communication.
- f) What points should be kept in mind while writing a good application for a job?

Signature of Moderators _____

Date _____

3. Answer *any one* of the following questions:

(10x1=10)

- a) Write a resume by stating your personal information, educational information, work experience and language known.
- b) What are the advantages of informal communication?

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Signature of Moderators _____

Date _____