

**B.Com. Semester-III Examination, 2022-23****COMMERCE [Honours]**

Course ID : 31215 Course Code : BCOMH/305/SEC-1

Course Title : Business Communication

Time : 2 Hours

Full Marks : 40

*The figures in the right-hand margin indicate marks.**Candidates are required to give their answers in their own words as far as practicable.*

1. Answer any **five** questions: 2×5=10
- What is Seminar?
  - What is formal Business Communication Net Work?
  - What is clarity in Business Communication?
  - What is feedback?
  - What is informal communication?
  - What is Mock Interview?
  - What is E-mail?
  - What is resume?

2. Answer any **four** from the following questions: 5×4=20
- Point out the advantages of Video Conferencing.
  - Write the channels that are used for Formal Communication.
  - Why informal Communication is called 'Grapevine'?
  - What are the points that should be kept in mind while composing e-mail?
  - Discuss the advantages of informal communication
  - What are the reasons for emergence of communication technology?
3. Answer any **one** question: 10×1=10
- What are the advantages of formal communication?
  - Draft a notice with suitable agenda for the 10th Annual General Meeting of Bharat Co. Ltd, Regd. Office 101, B.B.Ganguli Street, Kolkata 700,001.
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