

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

Course ID : 31219 Course Code : BCOMP/302C/2C

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** of the following questions:

2×5=10

- a) What is Notice?
- b) What is Verbal Communication?
- c) What is Grapevine Communication?
- d) What is E-Mail?
- e) What is two way communications?
- f) What is video conferencing?
- g) What is the meaning of Business Report?
- h) What is formal communication?

2. Answer any **four** of the following questions:

5×4=20

- a) State the features of Group Discussion.

- b) What should the basic information contain by a good Resume?
- c) State the characteristics of Listening.
- d) What are the disadvantages of informal communication?
- e) What are the internal barriers of Communication?
- f) Write the formal and informal communication channels.

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

10×1=10

- a) What are the features of Business Communication?
- b) Write a Notice of the first Board Meeting of ABC Ltd (Date of meeting 10/05/2022), of 22, M.G Road, Kolkata -700001(registered office) on the following agenda:
 - i) Selection of the Chairman of the meeting.
 - ii) Appointment of first Director of the Company.
 - iii) Fixing the date of next Board meeting.
 - iv) Approval of Draft Prospectus.
 - v) Miscellaneous.