

914111

S-23

B. Com. (Fourth Semester)
EXAMINATION, 2021-22
BUSINESS COMMUNICATION
 (NOG/BC401 Language—4)

Time Two Hours | Maximum Marks 70

- Note :— Attempt any five questions (out of seven questions) from Section A and any three questions (out of six questions) from Section B.
- (i) Answer each question of Section A within 50 words.
- (ii) Limit your answers within the given answer book. Additional answer book (B-Answer book) should not be provided or used.

Section—A

Note : Attempt any five questions. Each question carries 5 marks.

1. Name famous models of communication.
2. Write limitations of oral communication.

P. T. O.

3. Give classification of communication.
4. List barriers to communication.
5. Write the limitations of PPT presentation.
6. Define the term 'minutes'.
7. 'Whatsapp should not be used in business communication.' Give reasons.

Section—B

Note : Attempt any three questions. Each question carries 15 marks.

8. Write a letter to Flipcart that the product supplied does not match the specifications of the order. Ask for replacement.
9. A garment export house needs an accountant, write a job application for the position in the enterprise.
10. Give five PPT slides introducing the medicine launched for blood pressure control by your company recently.
11. A manufacturing company process to start a welfare centre for its employees. The personnel officer has been asked to make a report presenting the plan for the centre. Write the report.
12. Write a speech of your principal to be delivered in the opening of sports meet in the college.
13. Fill in the blanks with a suitable article :
 - (i) They formed union.
 - (ii) It was unique sight.

(iii) Brutus is honourable man

(iv) That is useless tool

(v) He drives the car at uniform speed

Use the appropriate preposition in the following sentences :

(vi) None could give correct answer my question.

(vii) The doctor could not cure him his disease

(viii) Abstain speaking ill of others.

(ix) I am tired this job.

(x) Open your book page number four.

Correct the following sentences and rewrite them :

(xi) I have been here since eight months.

(xii) You cannot buy all what you like.

(xiii) How many children you have ?

(xiv) They cooked the dinner themself.

(xv) I closed very quietly the door.

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