

B.Com. (CS) DEGREE EXAMINATION, EVEN SEMESTER 2021
I Year II Year Semester
Business Communication

Max.marks :25

Answer any **FIVE** questions ($5 \times 5 = 25$) Marks

1. List out and explain the different parts of a Business Letter.
2. What is an order form? What details should be included in an order form?
3. Describe are the essential features of a good circular letter?
4. Imagine that you are the secretary of ABC Ltd in Trichy. Prepare the notice for Annual General Meeting.
5. Briefly compute the important steps in preparing a report.
6. Evaluate the role of computers in present business correspondence.
7. Draft a notice for the monthly meeting of the Board of directors of ABC Ltd.