

**SHRIMATHI DEVKUNVAR NANALAL BHATT VAISHNAV COLLEGE FOR WOMEN
(AUTONOMOUS)**

**(Affiliated to the University of Madras and Re-accredited with 'A+' Grade by NAAC)
Chromepet, Chennai — 600 044.**

B.Com. END SEMESTER EXAMINATIONS NOVEMBER-2022

SEMESTER - IV

20UCOCT4010 - Business Communication

Total Duration : 2 Hrs 30 Mins.

Total Marks : 60

Section A

Answer any **SIX** questions ($6 \times 5 = 30$ Marks)

1. What are the five barriers to communication?
2. Describe the types of bank correspondence.
3. Compute the minutes of the meeting.
4. Sketch out the importance of websites for a business.
5. Explain formal communication.
6. Classify the three types of Agency correspondence.
7. How to prepare notes?
8. Compare fax and E-mail.

Section B

Answer any **THREE** questions ($3 \times 10 = 30$ Marks)

9. Explain the three types of effective communication.
10. Classify the kinds of business letters-briefly.
11. Determine the types of insurance correspondence.
12. What is report writing? Compute the report writing format - briefly.
13. Examine the different modes of E-communication and their benefits in business.

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