

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. ISM - END SEMESTER EXAMINATIONS - NOV'2024

SEMESTER - I

20UBIAT1001 - Business Communication

Total Duration : 2 Hrs.30 Mins.

Total Marks : 60

Section B

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

1. Explain the types of communication.
2. What is an interview? Explain the types of interview.
3. Explain the various parts of business letter.
4. Write a letter to the bank for opening a new current account.
5. Brief about Minutes of the Meeting.
6. Bring out the various types of meetings.
7. What are the merits and demerits of e-mail?
8. Distinguish between office circular and circular letter.

Section C

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

9. Critically examine the barriers to communication.
10. Draft an application letter for the post of secretary in a company.
11. A shareholder complained that he had not received the dividend warrant on the shares of the company held by him. As a secretary of the company, write a reply to this complaint.
12. Examine the various steps in the preparation of a report.
13. Describe the various uses of Internet.
