

Total No. of Questions : 5]

SEAT No. :

P195

[Total No. of Pages : 2

[5258] - 2001
S.Y. B.Com.
BUSINESS COMMUNICATION
(2013 Pattern)

Time : 3 Hours]

[Max. Marks : 80

Instructions to the candidates :

- 1) *All questions are compulsory.*
- 2) *Figures to the right indicate full marks.*

Q1) What is written Communication? State the advantages & disadvantages of written communication. **[16]**

OR

What is Business communication? Explain features & importance of business communication.

Q2) What is effective speaking? What are the elements of effective speaking? **[16]**

OR

What is Business letter? What is the structure/layout of Business letter?

Q3) a) Write a circular letter to their customers of Janata Sahakari Bank Pune for shifting their Branch from Bajirao Road to Laxmi Road Pune. **[8]**

OR

Write a complaint letter to the sales manager of M/S Bajaj Electronics Ltd. Pune from M/S Sunil Electronics Satara about received damaged electronics goods.

b) Draft an office order to Shri Pravin Tambe from Kiran & Sons Pune for transferring from Accounts Dept. to Stores Dept. **[8]**

OR

Write a Job application letter to the Personnel Manager Hindustan Company Pune in response to an advertisement in daily Sakal News Paper for the post of welfare officer.

P.T.O.

Business Communication Skills Question Paper

Raffaela Di Napoli



Business Communication Skills Question Paper:

Business Communication Today Sue Smithson, 1984 *Resources in Education*, 1996 **Business Communication**
Paul V. Anderson, 1989 *Business Communication Skills* A. K. Sinha, 2007 This book has been complete shape after
exhaustive interaction with the present day entrepreneurs students working executives and prospective corporate employers
The entire contents of the books is divided into four parts The 1st part contains essential grammar and has been titled as
Quick Recall Often people are found weak in written communication while go unnoticed during workable oral communication
The 2nd part of the book deals with practices and common errors The 3rd part covers various entrance tests and
competitive examinations such as BBA BCA CAT MAT XAT FMS DU Bank clerks Bank P O etc It contains question papers
with answer keys **Business Communication** John William Baird, James B. Stull, 1983 *Business Communication Today*
Courtland L. Bovée, John V. Thill, 1986 **Australian Business Communication** Jim Wrigley, Paul McLean, 1990
Business Research Yearbook, 2007 **Communication Skills for Information Systems** Tony Warner, 1996 This
text covers all the important aspects of people to people communication which may be required at any time in business
computing It offers a practical approach on how to communicate with clients customers suppliers and peers **Excellence**
in Business Communication John V. Thill, Courtland L. Bovée, 1999 This text presents the dynamics of business
communication with a lively conversational writing style that takes students inside leading companies to 1 learn basic
principles of business communication 2 understand important communication issues and 3 to profit from up to date
discussions of the latest developments Focuses on actual companies and business situations to successfully demonstrate
how business communication works Concentrates on the essential communication skills needed to succeed in business today
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students 1 vivid view of business communication 2 on the job practice applying newly learned principles and 3 exposure to all
types and sizes of organizations both domestic and international **Proceedings** Academy of Management, 1975 **In Our**
Own Voice Tina LaVonne Good, Leanne B. Warshauer, 2000 Acknowledging that many composition courses are taught by
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reading a variety of perspectives about the realities and experiences of teaching writing graduate students become better
prepared for the composition classroom The collection attempts to strike a balance between the theoretical and practical
issues composition teachers face and functions as a resource for pedagogical theories and practical ideas while at the same
time problematizing traditional and currently held beliefs and definitions The essays are arranged according to topic and
attempt to speak to each other while acknowledging that there is no right or wrong method when it comes to teaching For
anyone interested in the teaching of writing **Communicating Effectively** Sandra Hybels, Richard L. Weaver, II, 1989

Business Communication in Context Melinda G. Kramer, 2001 This title emphasizes the different contexts in which business communication takes place It introduces the reader to the situations faced by business professionals and provides guidelines for the principles practices and skills needed to achieve communication success **Current Index to Journals in Education** ,1994 *Shaping the New Generation* Western Marketing Educators Association (U.S.). Conference, 1986 **ASME Technical Papers** ,1983 *Productivity* ,1997 *Caring* ,1989 *JOURNALISM QUARTERLY* ,

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