

D.K.M. COLLEGE FOR WOMEN (AUTONOMOUS), VELLORE – 1
SEMESTER EXAMINATIONS
APRIL – 2016
BUSINESS COMMUNICATION

15CBA2A

Time: 3 Hrs

Max. Marks: 75

SECTION – A (10 X 2 =20)

Answer ALL the questions.

1. What is business communication?
2. What is a circular?
3. What is a Business Letter?
4. Explain the barriers to listening.
5. Define the term MS office.
6. What do you mean my MS excel.
7. Define offer and tendors.
8. What is business report and its types?
9. What is junk Mail?
10. What is internet?

SECTION – B (5 X 5 =25)

Answer any FIVE of the following questions.

11. What are the objectives of communication?
12. Explain the layout of the letters.
13. What are the two types of report?
14. What are the methods of telecommunications?
15. Describe MS office and its advantages.
16. What do you mean by internet? Discuss its advantages.
17. How to write a quotation letter.
18. Explain the various parts of a business letter with the help of a specimen.

SECTION – C (3 X 10 =30)

Answer ALL the questions.

19. a) What are barriers to communications?
(Or)
b) Discuss about Types of Business Letters.
20. a) Explain the specimen of enquiry letter.
(Or)
b) Explain the structure of a report.
21. a) What are the different types of technologies in communications?
(Or)
b) Explain about Excel sheet in detail.

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