

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.*

# Bussiness Communication Skills Question Paper

**Karin Nielsen-Saines**



## **Business Communication Skills Question Paper:**

**Business Communication Today** Sue Smithson, 1984      *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      **Resources in Education** , 1995-06      *Business Communication* Paul V. Anderson, 1989      **Business Communication** Richard C. Huseman, James M. Lahiff, John M. Penrose, 1991      **Business Communication** John William Baird, James B. Stull, 1983      **Business Communication Today** Courtland L. Bovée, John V. Thill, 1986      *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      *Business Research Yearbook* , 2007      *Australian Business Communication* Jim Wrigley, Paul McLean, 1990      *In Our Own Voice* Tina LaVonne Good, Leanne B. Warshauer, 2000 Acknowledging that many composition courses are taught by graduate students In Our Own Voice offers a selection of articles about teaching first year writing by graduate students By 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, 1989      *Proceedings Academy of Management*, 1975      **Proceedings of the ... Biennial Conference on University Education in Natural Resources** , 1998      **JOURNALISM QUARTERLY** ,      *Productivity* , 1997      *Business* William M. Pride, Robert James Hughes, Jack R. Kapoor, 2005 The Eighth Edition of this bestselling introductory text features a comprehensive updated survey of all key business functions management marketing accounting finance and information technology Core topics highlighted within these functional areas include ethics and social responsibility small business concerns different forms of business ownership and international business concepts In light of current business conditions this edition also addresses the nation's economic problems corporate credibility and efforts to improve accounting standards the dot com meltdown entrepreneurial businesses diversity globalization e business and other timely issues Likewise the authors have integrated more information

on employment trends to help students choose a career and compete in a fickle job market Updated and enhanced coverage of e Business in boxed features examples illustrations and discussions throughout the text reflects this sector s growing importance In addition Navigating the World of E Business Chapter 4 has been completely revamped to cover key concepts as well as the strategies and challenges facing current businesses Pedagogical tools have also been revised including all new Inside Business cases at the beginning of each chapter and closing Return to Inside Business features These sections follow up on the opening case with additional information posing questions that stress the practical application of chapter concepts All boxed features that focus on real business or workplace issues have been replaced These boxes cover major themes including Adapting to Change Talking Technology Examining Ethics with Issues to Consider that stimulate critical thinking and facilitate discussion Going Global and Exploring Business Using the Internet boxes continue to point students to relevant web sites for more information on concepts companies or issues covered in each chapter prompting them to conduct independent research The Eighth Edition also features two new Spotlight features per chapter illustrating facts with appealing and easy to understand visuals that help students to understand the material Due to its loose leaf format this text sells for considerably less than standard hardcover books and also provides students with greater flexibility They can insert their own notes or class handouts into any chapter bring only the chapters they need to class or organize the contents to follow their instructor s syllabus The Study Guide is perforated and three hole punched so that the materials can be easily integrated with the textbook New Building a Business Plan features now appear at the end of every Part helping students to write their own business plans incrementally over the course of a semester or during class Chapter 6 also includes revised coverage of business plans New Running a Business an ongoing video case featured at the end of each Part provides students with an insider s vantage point of Finagle A Bagel a bagel bakery and cafe Through this firsthand look at one business s day to day operations students gain a better understanding of the real challenges faced by entrepreneurs Students can also practice applying what they have learned by analyzing the problems solutions and actions taken at Finagle A Bagel New All end of chapter videos are new and focus on companies such as Stonyfield Farm New Belgium Brewing Subway Bay Partners Remington Wal Mart JetBlue Financial Fusion and Merrill Lynch Direct These cases combine with three other video tools one brief chapter overview and two key concept segments for a total of 13 to 20 minutes of video per chapter New All photos and advertisements are new As in past editions captions clarify how these real world visuals illustrate key concepts under review New The Business Bonus Pack Your Guide to an A accompanies every new copy of the text and includes four Audio Review CDs an HM eStudy CD ROM and helpful tips on how students can integrate these study aids with the textbook study guide and textbook web site in order to reach their academic goals Remastered and edited to achieve complete compatibility with the Eighth Edition the Audio Review CDs contain 10 to 12 minute summaries of key terms and topics for every chapter The new HM eStudy CD ROM includes learning objectives in essay question format glossaries chapter summaries brief chapter

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## **Table of Contents Bussiness Communication Skills Question Paper**

1. Understanding the eBook Bussiness Communication Skills Question Paper
  - The Rise of Digital Reading Bussiness Communication Skills Question Paper
  - Advantages of eBooks Over Traditional Books
2. Identifying Bussiness Communication Skills Question Paper
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Bussiness Communication Skills Question Paper
  - User-Friendly Interface
4. Exploring eBook Recommendations from Bussiness Communication Skills Question Paper
  - Personalized Recommendations
  - Bussiness Communication Skills Question Paper User Reviews and Ratings
  - Bussiness Communication Skills Question Paper and Bestseller Lists
5. Accessing Bussiness Communication Skills Question Paper Free and Paid eBooks
  - Bussiness Communication Skills Question Paper Public Domain eBooks
  - Bussiness Communication Skills Question Paper eBook Subscription Services

- Bussiness Communication Skills Question Paper Budget-Friendly Options
- 6. Navigating Bussiness Communication Skills Question Paper eBook Formats
  - ePub, PDF, MOBI, and More
  - Bussiness Communication Skills Question Paper Compatibility with Devices
  - Bussiness Communication Skills Question Paper Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Bussiness Communication Skills Question Paper
  - Highlighting and Note-Taking Bussiness Communication Skills Question Paper
  - Interactive Elements Bussiness Communication Skills Question Paper
- 8. Staying Engaged with Bussiness Communication Skills Question Paper
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Bussiness Communication Skills Question Paper
- 9. Balancing eBooks and Physical Books Bussiness Communication Skills Question Paper
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Bussiness Communication Skills Question Paper
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Bussiness Communication Skills Question Paper
  - Setting Reading Goals Bussiness Communication Skills Question Paper
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Bussiness Communication Skills Question Paper
  - Fact-Checking eBook Content of Bussiness Communication Skills Question Paper
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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