

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

Academy of Management



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Business Communication Today Sue Smithson, 1984 **Resources in Education** ,1996 **Business Communication**
Paul V. Anderson, 1989 **Business Communication** John William Baird, James B. Stull, 1983 **Business**
Communication Today Courtland L. Bovée, John V. Thill, 1986 **Business Research Yearbook** ,2007 **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 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 skills that help students gain a competitive edge whether as employees vying for corporate positions entrepreneurs competing for sponsors or small business owners competing for customers Offers practical realistic assignments giving 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 **Australian Business Communication** Jim Wrigley, Paul McLean, 1990
Proceedings Academy of Management, 1975 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 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 **ASME Technical Papers** ,1983 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 **Current Index to Journals in Education** ,1994 Business

Communication H. Dan O'Hair,James S. O'Rourke,Mary John O'Hair,2001 The Annotated Instructor's Edition guides you through each chapter with teaching tips discussion opportunities homework ideas and lecture possibilities The excellent annotations will be refreshing for experienced professors and invaluable for new ones **Instructor's Resource Manual for Contemporary Business Communication** Harriet M. Augustin,1998 **JOURNALISM QUARTERLY** ,

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

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