

F.Y.B.B.A. – March-2017

Subject: Business communication – 8047

Total Marks: 100

Q-1. Define barrier in communication. Also discuss organizational barrier and physical barrier. 20 Marks

Or

Q-1 Write a detailed note on: Face book and Blog 20 Marks

Q-2 Discuss E- mail Etiquette. Also list some of the advantages of E- mail. 20 Marks

Or

Q-2 Explain the importance of resume writing in the job application process. Also discuss what areas one should cover in a resume. 20 Marks

Q-3 Discuss- The preparations to be made by the interviewee for the interview: Also discuss Stress Interview and Exit interview. 20 Marks

Or

Q-3 Define Group Discussion. Also discuss some of the important points for participating in a Group Discussion. 20 Marks

Q-4 Write a detailed note on various parts of a Business Letters. 20 Marks

Or

Q-4 Saket Gift Showroom, 12, Suraj Complex, C.G.Road, Ahemdabad, has started a new showroom in another area of the city. Draft a letter of order to Agrwal Suppliers, 23, Nr. Sarojini market, New Delhi, for 500 sets of La Opla dinner sets. Also ask them to Dispatch the product within 10 days. Also draft a suitable reply. 20 marks

Q-5 Alpha textile co. has organized the annual general meeting on 25<sup>th</sup> January 2015 to discuss the following agenda: 20 Marks

1. Annual report reading of various departments
  2. Starting a new branch office in rajkot
  3. Appointing a new regional manager for the new branch
- Prepare minutes for above mentioned topics

Or

Q-5 ABC Co. has organized a seminar for the workers of the factory for awareness regarding importance of education for girls. Draft a report for the same purpose. 20 Marks