

11 DEC 2020

Examination Dec. 2020
B.Com. (Hons.) Sem. III- Paper –CC-307
Business Communication - III
Paper Code: 22211

Time: 1.30 Hrs.

Marks: 42

NOTE: Attempt ANY THREE of the following:

Q: 1- (A) – Draft a letter on behalf of Messrs. Agrawal & Sons, asking credit information of Messrs Patel & Co. [14]

OR

Q: 1- (A) (i) Discuss the sources for getting information regarding status inquiry. [07]

Q: 1-(A) (ii) Write a detail note on 4Cs of credit worthiness of a buyer. [07]

Q: 2- (A) – Read the paragraph carefully and answer the following questions: [14]

The culture of nuclear families is in fashion. Parents are often heard complaining about the difficulties in bringing up children these days. Too much of freedom in demand, too much independence; overnight parties; excessive extravagance, splurging pocket money; no time for studies and family all this is a common cry of such families. Aren't parents, themselves, responsible for this pitiful state? The basic need of a growing youth is the family, love, attention and bonding along with moral values. One should not forget that 'charity begins at home'.

Independence and individuality both need to be respected, in order to maintain the sanctity of family. Children today are to be handled with tact in order to bridge the ever widening generation gap. Only the reasonable demands need to be fulfilled, as there are too many expenses to be met and too many social obligations to be taken care of by the parents. Our forefathers lived happily in joint families. Children loved to live with their cousins, learnt to adjust within means. There was perfect harmony between the generations. There never existed the concept of old-age homes. There was deep respect for the family elders and love, care and concern for the youngsters. Even the minor family differences were solved amicably.

Questions:

1. Mention any two major common concerns of a nuclear family.
2. Who, according to the passage, are responsible for them?
3. Explain the expression 'charity begins at home'.
4. Describe the atmosphere in joint families.
5. Which word in the passage means 'Holiness of life'?
6. Give Synonym of the following: 1. Reasonable 2. Amicably
7. Give an apt title to the paragraph.

OR

Q: 2- (A) (i) Discuss procedure for effective listening. [07]

Q: 2-(A) (ii) Write a note on the significance of silence in listening. [07]

Q: 3 - (A) There has been remarkable decline in the Food chain in your city due to pandemic situation. Draft a survey report as a manager that you have been assigned to submit. Also give some recommendations. [14]

OR

Q: 3- (A) (i) Define report and write a detail note on the structure of a good report. [07]

Q: 3-(A) (ii) Distinguish between individual report and committee report. [07]

Q: 4 - (A) Explain all the types of meetings in the corporate world. [14]

OR

Q: 4- (A) (i) write a detail note on the responsibilities of a chairperson of the meeting. [07]

Q: 4-(A) (ii) Discuss advance preparation of the meeting. [07]

નોંધ:

- પ્રશ્નપત્રનો સમય ૧.૩૦ કલાકનો રહેશે.
- પ્રશ્નપત્રમાં ૪ પ્રશ્નોમાંથી કોઈ પણ ત્રણ પ્રશ્નોના જવાબ આપવાનો રહેશે.
- દરેક પ્રશ્નના ગુણ એકસરખા (૧૪ માર્ક્સના) રહેશે. પ્રશ્નપત્ર કુલ ૪૨ માર્ક્સનું રહેશે.