

2023

BUSINESS COMMUNICATION — GENERAL

Paper : GE-2.1 Chg

(Module : II)

Full Marks : 40

The figures in the margin indicate full marks.

*Candidates are required to give their answers in their own words
as far as practicable.*

1. Mention two objectives of business communication. 4
Or,
What is 'Video-conferencing'? 4
 2. Write a brief note on barriers to communication. 4
 3. Explain formal and informal communication. Mention two advantages of Formal communication. 6
Or,
Narrate any three principles of effective communication. 6
 4. What is communication network? 6
 5. Draft a Curriculum Vitae (C.V.) for the post of accountant of XYZ Ltd. 10
Or,
Write a letter to your supplier for cancellation of an order on failure to supply in time. 10
 6. Write short notes on (*any two*) of the following : 5×2
 - (a) Notice
 - (b) Fax
 - (c) Quorum of a meeting
 - (d) Communication process
 - (e) Grapevine communication.
-