

Scanned → 2nd (GEN)

W(2nd Sm.)-Business Communication-  
G/(GE-2.1 Chg)/(Mod.-II)/CBCS

2022

**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. What is E-mail? 4  
**Or,**  
Why communication is so important in business? 4
2. Distinguish between verbal and written communication. 4
3. Mention in brief, the benefits of modern communication tools. 6  
**Or,**  
Define notice. State the requisites of a valid notice. 2+4
4. Explain the elements of communication. 6
5. Draft a notice along with the agenda of a Board of Directors meeting of Rayon Co. Ltd. 10  
**Or,**  
Draft the minutes of proceedings of 11th Annual General Meeting of a Private Limited Company. 10
6. Write notes on **any two** of the following : 5×2
  - (a) Agenda
  - (b) Minutes
  - (c) Clear days notice
  - (d) Resolution
  - (e) C.V. (Curriculum Vitae).