

Q.P. Code – 13408

Fourth Semester B.Com. (N) Degree Examination, September 2020

(Revised New Scheme)

Commerce

BUSINESS COMMUNICATION – PART B

Time : 1½ Hours]

[Max. Marks : 40

Instructions to Candidates : Answers should be written completely in English.

SECTION – A

1. Answer any **FIVE** of the following sub-questions. Each question carries **2** marks :
(5 × 2 = 10)

- (a) What do you mean by Resume?
- (b) What is Insurance?
- (c) What is Internet?
- (d) What is Inter Departmental Communication?
- (e) What is E-Commerce?
- (f) Write any two advantages of E-mail.
- (g) Expand :
 - (i) SIM
 - (ii) SMS

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SECTION – B

Answer any **THREE** of the following questions. Each question carries **10** marks :
(3 × 10 = 30)

- 2. Amusha Pvt. Ltd. Jaya Nagar, Bangalore, write an Office circular appearing employees to work one hour extra to increase efficiency of the company.
- 3. You find your chief cashier to be very careless and also irregular. Draft a memo to be given to him to correct his conduct, otherwise disciplinary action in the form of withholding increments may be taken against him.
- 4. Maharaja Enterprises, No. 77, J.C. Road, Mysore have not settled their debt due to Mahavir Agencies, No. 88, M.W. Road, Bangalore. Draft a forceful reminder.

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5. Hindustan Bajaj, No. 45, M.W. Road, Bangalore have selected Miss. Asha No. 131, II Main Road, Gandhi Nagar, Tumkur for the post of personal secretary to Executive Director. Draft a suitable appointment order.
 6. Write a short note on :
 - (a) Tele conferencing
 - (b) C.C.T.V.
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