



Q.P. Code – 13308

**Third Semester B.Com. Degree Examination,
October/November 2019**

(Non-CBCS Scheme) (RNS)

Commerce

BUSINESS COMMUNICATION

Time : 1½ Hours]

[Max. Marks : 40

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

SECTION – A

1. Answer any **FIVE** sub-questions : (5 × 2 = 10)
- (a) Write any two barriers to communication.
 - (b) Give the meaning of circular letter.
 - (c) What is enquiry letter?
 - (d) Expand :
 - (i) FOR
 - (ii) COD.
 - (e) What do you mean by Business Communication?
 - (f) What is salutation?
 - (g) Give the meaning of Complaint Letter.

SECTION – B

Answer any **THREE** sub-questions : (3 × 10 = 30)

2. Rajesh Traders, Chkkpet Banaglore intends to purchase computers from a Sai Computers World, B.H. Road, Tumakuru. Draft an enquiry letter asking for price of computers.
3. Write a sales letter on behalf of Aqua filters Tumkur about their new brand of drinking water bottles.
4. Draft a circular on behalf of Parampora Hotels, Bangalore, about opening of their new restaurant at Brigade Road, Bangalore.

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5. Explain the various parts of Business Letter.
 6. Draft an order for 500 cc tv camera's to Sukumar Agencies, Tumkuru by Srinath Agencies, B.M. Road, Mangalore.
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