

2021/TDC/CBCS/ODD/  
COMAEC-101T/339

TDC (CBCS) Odd Semester Exam., 2021  
held in March, 2022

COMMERCE

( 1st Semester )

Course No. : COMAEC-101T

( **Business Communication** )

Full Marks : 50

Pass Marks : 20

Time : 3 hours

*The figures in the margin indicate full marks  
for the questions*

SECTION—A

Answer any *fifteen* of the following questions :

1×15=15

- ✓ 1. What is communication?
2. Why is communication essential?
- ✓ 3. What is communication barrier?
- ✓ 4. What is verbal communication?

- ✓ 5. What is quotation?
- ✓ 6. Define tender.
7. What do you mean by claim?
- ✓ 8. Name two types of business letter.
9. What is circular?
10. What is the purpose of writing office circulars?
- ✓ 11. What is memorandum?
12. What is resolution?
- ✓ 13. What is business report?
- ✓ 14. Name any two types of reports.
- ✓ 15. Mention the stages of report writing.
- ✓ 16. What is final draft?
- ✓ 17. What is oral presentation?
- ✓ 18. Name two presentation skills.
- ✓ 19. Mention one quality of a good presentation.
- ✓ 20. What is PowerPoint presentation?

SECTION—B

Answer any *five* of the following questions :  $2 \times 5 = 10$

- ✓ 21. Write two advantages of non-verbal communication.
- ✓ 22. What is non-verbal communication?
- ✓ 23. What are the differences between tender and quotation?
24. Why are claims and adjustment letters written?
- ✓ 25. Write two advantages of memorandum.
26. What are the differences between office circular and office order?
27. Write two features of report writing.
- ✓ 28. State two advantages of report writing.
29. Why are audio-visual aids used?
30. What are the essential elements of a presentation?

SECTION—C

Answer any *five* of the following questions :  $5 \times 5 = 25$

✓ 31. Discuss the importance of communication in business.

32. Discuss the psychological barriers to communication.

✓ 33. What are the steps to be followed for good presentation?

34. Discuss the basic features of a sales letter.

35. Discuss the salient features of circular.

✓ 36. Write an application for the appointment in the post of 'Accountant' in ABC Company.

37. Discuss the important points to be recorded for final drafting process.

✓ 38. Mention the essential features of good report.

39. Discuss the importance of oral presentation.

✓ 40. Discuss the advantages of PowerPoint presentation.

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