2023/TDC(CBCS)/ODD/SEM/
ENGSEC–501T/257

TDC (CBCS) Odd Semester Exam., 2023

ENGLISH

(5th Semester)

Course No. : ENGSEC–501T

(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 *fifteen* questions, selecting any *three* from each Unit : 1×15=15

UNIT—I

1. Give an example of diagonal business communication.
2. What is downward business communication?
3. What is oral communication?
4. State one barrier of communication.

UNIT—II

5. What is the meaning of citing reference?

6. What is project report?

7. What is research tool?

8. State one importance of bibliography.

UNIT—III

9. What is fieldwork report?

10. Define business negotiation.

11. State one difference between letter format report and memorandum format report.

12. What is drafting of report?

UNIT—IV

13. Why do we need to summarize annual report?

14. What is plans for new product?

15. What did the Companies Act, 1956 make compulsory and legally binding for the Board of Directors?

16. State one characteristic of financial statement.

UNIT—V

17. Mention the format of writing minutes of a meeting.

18. What are minutes of a meeting?

19. What comes first while writing minutes of a meeting?

20. Mention the alternative names of e-correspondence.

SECTION—B

Answer *five* questions, selecting *one* from each Unit : 2×5=10

UNIT—I

21. State two scopes of business communication.

22. What is business letter? Name two types of business letter.

UNIT—II

23. State two types of research tools.

24. Name two types of reference.

UNIT—III

25. State two types of business report.

26. What role does leverage play during negotiations?

UNIT—IV

27. Name two advantages of annual report.

28. Write two differences between periodical report and annual report.

UNIT—V

29. Why do we write minutes of a meeting?

30. What is the purpose of e-mail correspondence?

SECTION—C

Answer *five* questions, selecting *one* from each Unit : 5×5=25

UNIT—I

31. Discuss the 7C's of business communication.

32. "Business communication is the nervous system of an organization." Explain.

UNIT—II

33. What are the different steps of writing a project report?

34. Discuss the various characteristics of a good research tool.

UNIT—III

35. Discuss the six important P's of drafting report.

36. You are the executive manager of an organization and you are given the responsibility to look for new suitable neighbourhood for shifting the office.
Write a report recommending the location and building you found for shifting the office.

UNIT—IV

37. Write a note on corporate financial data. Discuss its significance in company's annual report.

38. Discuss the processes and techniques of summarising annual report.

UNIT—V

39. Discuss how one can write a good minute.

40. Discuss the advantages and disadvantages of e-correspondence.

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