

#Jenny



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Cool! I'am really happy

#Markus Jensen



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My friends are so mad that they do not know how I have all the high quality ebook which they do not!

#Diego Butler



so many fake sites. this is the first one which worked! Many thanks

F.V.B.COM
Business Communication
DT-4886
Con. 81-16. (3 Hours) [Total Marks : 100]

N.B. : (1) All questions are compulsory.
(2) Figures to the right indicate full marks.

- Write short notes on any four of the following : 20
(a) Feedback
(b) Motivation as an objective of communication
(c) Effective communication
(d) Body Language
(e) Selection Interview
(f) Group discussion.
- Write any two essays of the following : 20
(a) What are barriers to communication? Discuss language as a barrier to communication.
(b) Write a note on the importance of listening.
(c) What is a meeting? What are the duties of a Chairman at a meeting?
(d) Write in detail various functions of Public Relations Department. Give examples.
- (a) Write a Job Application for the post of an Accountant in a reputed company in Mumbai. Give your Bio-Data. 10
(b) Write any three of the following letters : 21
(i) You want to do your Ph.D. in Economics from Oxford University. Write a SOP to submit your application.
(ii) Write a Job Acceptance Letter with reference to the appointment letter for the post of a clerk.
(iii) Draft a letter of resignation addressed to the Manager, Mahavir Handloom Mills.
(iv) Write a sales letter to promote the sale of a smart phone.
(v) Write a letter of inquiry to wholesale clothes mart asking for their price list, catalogue and other informations.
- Draft the Notice, Agenda of an Annual General Meeting of Reliance Industries Ltd. 8
Also draft two Resolutions :
(a) Appointment of Banker
(b) To issue shares to the Investors.
- (a) A committee has been appointed to look into the causes of the decline in results of XYZ college at ABC University exams. Draft a Report. 10

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