

Total No. of Questions : 5]

SEAT No. :

P195

[Total No. of Pages : 2

[5258] - 2001
S.Y. B.Com.
BUSINESS COMMUNICATION
(2013 Pattern)

Time : 3 Hours]

[Max. Marks : 80

Instructions to the candidates :

- 1) *All questions are compulsory.*
- 2) *Figures to the right indicate full marks.*

Q1) What is written Communication? State the advantages & disadvantages of written communication. **[16]**

OR

What is Business communication? Explain features & importance of business communication.

Q2) What is effective speaking? What are the elements of effective speaking? **[16]**

OR

What is Business letter? What is the structure/layout of Business letter?

Q3) a) Write a circular letter to their customers of Janata Sahakari Bank Pune for shifting their Branch from Bajirao Road to Laxmi Road Pune. **[8]**

OR

Write a complaint letter to the sales manager of M/S Bajaj Electronics Ltd. Pune from M/S Sunil Electronics Satara about received damaged electronics goods.

b) Draft an office order to Shri Pravin Tambe from Kiran & Sons Pune for transferring from Accounts Dept. to Stores Dept. **[8]**

OR

Write a Job application letter to the Personnel Manager Hindustan Company Pune in response to an advertisement in daily Sakal News Paper for the post of welfare officer.

P.T.O.

1st Year Business Communication Question Paper

L Cohen



1st Year Business Communication Question Paper:

The Top Books of the Year 1st Year Business Communication Question Paper The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the fascinating narratives that have captivated audiences this year. 1st Year Business Communication Question Paper : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. 1st Year Business Communication Question Paper : Taylor Jenkins Reid's "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reid's absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens' "Where the Crawdads Sing" This evocative coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and suspenseful novel that will keep you wondering until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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