

**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?**

( 2 )

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?

( 3 )

SECTION—B

Answer any *five* of the following questions : 2×5=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 : 5×5=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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