

B.B.A. (Part-I) Examination
BUSINESS COMMUNICATION

Time—Three Hours]

[Maximum Marks—80

Note :— (1) All *five* questions are compulsory.
 (2) All questions carry equal marks.

1. (a) Define Business Communication. 4
- (b) Explain the drawbacks of Oral Communication. 4
- (c) State the essentials of good business letter. 4
- (d) Describe means of communication. 4

OR

- (e) Explain the importance of good communication. 4
- (f) Explain the types of communication. 4
- (g) Write the advantages of written communication. 4
- (h) 'Communication is the backbone of the business.'
 Explain it. 4
2. (a) Write a letter ordering M/s Hari & Sons, Pvt.
 Ltd., Radhe Nagar, Amravati to send the BBA
 books as per enclosed list. Inform him about your
 amounting not more than Rs. 6,00,000. 16

OR

- (b) Write a letter to the Superintendent of Police
 regarding the increasing number of thefts and
 chain snatching incidents in your locality. 16
3. Write letters in short :—
- (a) Interview letter. 4

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Table of Contents Sgbau Question Papers2013 Electronic

1. Understanding the eBook Sgbau Question Papers2013 Electronic
 - The Rise of Digital Reading Sgbau Question Papers2013 Electronic
 - Advantages of eBooks Over Traditional Books
2. Identifying Sgbau Question Papers2013 Electronic
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sgbau Question Papers2013 Electronic
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sgbau Question Papers2013 Electronic
 - Personalized Recommendations
 - Sgbau Question Papers2013 Electronic User Reviews and Ratings
 - Sgbau Question Papers2013 Electronic and Bestseller Lists
5. Accessing Sgbau Question Papers2013 Electronic Free and Paid eBooks
 - Sgbau Question Papers2013 Electronic Public Domain eBooks
 - Sgbau Question Papers2013 Electronic eBook Subscription Services
 - Sgbau Question Papers2013 Electronic Budget-Friendly Options

6. Navigating Sgbau Question Papers2013 Electronic eBook Formats
 - ePub, PDF, MOBI, and More
 - Sgbau Question Papers2013 Electronic Compatibility with Devices
 - Sgbau Question Papers2013 Electronic Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sgbau Question Papers2013 Electronic
 - Highlighting and Note-Taking Sgbau Question Papers2013 Electronic
 - Interactive Elements Sgbau Question Papers2013 Electronic
8. Staying Engaged with Sgbau Question Papers2013 Electronic
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sgbau Question Papers2013 Electronic
9. Balancing eBooks and Physical Books Sgbau Question Papers2013 Electronic
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sgbau Question Papers2013 Electronic
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Sgbau Question Papers2013 Electronic
 - Setting Reading Goals Sgbau Question Papers2013 Electronic
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sgbau Question Papers2013 Electronic
 - Fact-Checking eBook Content of Sgbau Question Papers2013 Electronic
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

-
- Interactive and Gamified eBooks

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