

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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[AMANDA laughs nervously. LEGEND: 'SUSPENSION ... The Glass Menagerie: Acting Edition: Tennessee Williams A new introduction by the editor of The Tennessee Williams Annual Review, Robert Bray, reappraises the play more than half a century after it won the New York ... Introduction to Business Law in Singapore, 4th ... This book is essentially written for students who intend to take business law as a subject. It addresses students' difficulties in understanding the law by ... Introduction to Business Law, 4th Edition INTRODUCTION TO BUSINESS LAW, 4E presents the full range of business law topics in a series of fast-paced, brief chapters. Developed with business students ... Introduction to Business Law in Singapore (4th ed) Introduction to Business Law in Singapore (4th ed). S\$10. Introduction to Business Law in Singapore (4th ... Introduction to Business Law in Singapore 4th Edition ISBN: 978-007-127217-9 By Ravi Chandran Publisher: McGraw Hill Education Selling this used biz law ... Introduction to Business Law in Singapore 4th edition Introduction to Business Law in Singapore 4th edition. \$4.00. 5.0. 1 Sold. No shipping options available, please check with seller. Shopee Guarantee. Singapore Business Law - Benny S. Tabalujan, Valerie Low "First published in 1996, Singapore Business Law celebrates its tenth anniversary with the release of this new fourth edition. The book has become a popular ... Introduction To Business Law In Singapore [6th ed.] In Singapore, there are laws dealing with all sorts of matters and there are also in place well-established mechanisms to enforce those laws. However, in this ... Introduction to Business Law in Singapore - Ravi Chandran Bibliographic information. Title, Introduction to Business Law in Singapore. Author, Ravi Chandran. Edition, 5. Publisher, McGraw-Hill Education (Australia) Pty ... Constitutional Law in Singapore, Fourth Edition Derived from the renowned multi-volume International Encyclopaedia of Laws, this very useful analysis of constitutional law in Singapore ... Doing Business in Singapore: Overview | Practical Law This Q&A gives an overview of key recent developments affecting doing business in Singapore as well as an introduction to the legal system; foreign investment, ...