

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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