

Roll.No.

20UCOCT4010

SHRIMATHI DEVKUNVAR NANALAL BHATT VAISHNAV COLLEGE FOR WOMEN
(AUTONOMOUS)

(Affiliated to the University of Madras and Re-accredited with 'A+' Grade by NAAC)
Chromepet, Chennai - 600 044.

B.Com. - END SEMESTER EXAMINATIONS - NOVEMBER 2025
SEMESTER - IV

20UCOCT4010 - Business Communication

Total Duration : 2 Hrs.30 Mins.

Total Marks : 60

Section B

Answer any **SIX** questions (6 × 5 = 30 Marks)

1. What is layout of business letter?
2. Explain the types of correspondence in insurance.
3. What is effective meeting give agenda with examples?
4. What are the four types of modern communication?
5. You are the owner of JJ Sons Ltd., you have received a lot of orders from various customers. Write a letter to one of the customer informing them about delay in fulfilment of their order.
6. Write a short note on Agenda.
7. List out the essential requirements of Good report writing.
8. How to use website and write their uses?

Section C

Answer any **THREE** questions (3 × 10 = 30 Marks)

9. Describe the principles of effective communication.
10. Classify the kinds of business letter.
11. Discriminate the correspondence related to Imports and Exports.
12. ABC company has recently introduced a policy of subsidises 50% of the tuition fees of employees children. Write a circular for announcing this policy.
13. You are student of class 12. You sent an application for leaving certificate to the Principal a week ago, but neither have you received the certificate. Write an email to the principal requesting for a prompt responses.
