

**2020/TDC (CBCS)/ODD/SEM/  
COMAEC-101T/339**

**( 2 )**

**TDC (CBCS) Odd Semester Exam., 2020  
held in March, 2021**

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 non-verbal communication?
2. Give one example of non-verbal communication.

10-21/292

( Turn Over )

3. What is psychological barrier to communication process?
4. Mention one demerit of linguistic barrier in communication system.
5. What is sale letter?
6. Define claim.
7. What is presentation?
8. What is adjustment letter?
9. Define minutes.
10. What is inter-office memo?
11. What is resume?

10-21/292

( Continued )

( 3 )

12. What is memorandum?
13. Define a report.
14. Mention the significance of business report.
15. What is progress report?
16. What is final draft?
17. What is presentation plan?
18. Define PowerPoint presentation.
19. Mention one visual aid of presentation.
20. What is oral presentation?
21. Write two processes of communication.

10-21/292

( Turn Over )

( 4 )

22. What are the two different forms of communication?
23. What are the parts of a business letter?
24. What is meant by quotation?
25. Write the requisites of a good notice.
26. What is a circular letter?
27. What is meant by business report?
28. Write two characteristics of business report.
29. Write two importances of oral presentation.
30. Write about PowerPoint presentation.

10-21/292

( Continued )

( 5 )

SECTION—B

Answer any *five* of the following questions : 2×5=10

31. What is oral communication?
32. Mention two advantages of oral communication.
33. Mention two steps of oral presentation.
34. Write two features of sale letter.
35. Give two points of distinction between Notice and Agenda.
36. Mention two advantages of circular.
37. Mention two advantages of business reports.
38. Give two steps in writing a good report.
39. Mention two advantages of oral presentation.
40. Write on the significance of PowerPoint presentation.

10-21/292

( Turn Over )

( 6 )

SECTION—C

Answer any *five* of the following questions : 5×5=25

41. Discuss the importance of communication in business.
42. Write a brief note on physical barriers to communication.
43. Give the points of distinction between Tender and Quotation.
44. Discuss the importance of adjustment letter.
45. Draft an application for getting job in clerical post to a private firm.
46. Discuss the main characteristics of minutes.
47. Draft a report on the inferior quality of materials supplied to the middle level executive officer of firm.

10-21/292

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( 7 )

48. What are the elements of business reports?
49. Discuss the characteristics of oral presentation.
50. What are the advantages of PowerPoint presentation?

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