

S.Y. B.Com (Sem-3)

Date _____

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Year: 2023-2024

Business Communication - I

Assignment : no 1

Q-1 Discuss various elements in the process of communication.

OR How communication takes place?

Assignment : no 2

Q-2 (1) What are the barriers to effective communication system? What measures do you suggest to overcome them?

(2) Discuss the importance of non-verbal factors in the communication process.

Assignment : no 3

Q-3 'You Attitude' in business letter writing is not merely a matter of phraseology but also psychological attitude. Discuss.

Assignment: no 4

- Q-4
- (1) From LETTER OF INQUIRY.
 - (2) From LETTER OF REPLY TO INQUIRY.

- (1) From LETTER OF ORDER
- (2) From Letter OF Execution OF ORDER