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I Semester B.Com.(A&F) Degree Examination, August - 2021

ACCOUNTING & FINANCE

Business Correspondence & Reporting

(CBCS - New Scheme 2019-2020 Onwards Freshers)

Paper : 1.7

Time : 3 Hours

Maximum Marks : 70

Instructions to Candidates :

Answers to be written only in English

SECTION - A

1. Answer any **Five** questions. Each question carries **2** marks. (5×2=10)
- a) What is non-verbal communication?
 - b) What do you mean by collocations?
 - c) What is a circular?
 - d) What is a report?
 - e) What do you mean by complaint letter?
 - f) Mention any two characteristic features of good writing.

SECTION - B

Answer any **Three** questions. Each question carries **5** marks. (3×5=15)

- 2. What are the barriers of effective communication?
- 3. Write a note on article writing.
- 4. Draft a memo.
- 5. What are the essentials of mails?



SECTION - C

Answer any **Three** questions. Each question carries **15** marks. (3×15=45)

- 6. Explain various barriers to communication.
- 7. What are the characteristics of good writing and mention do's and don'ts of good writing.
- 8. What do you mean by agenda and draft a minutes of meeting of any company.
- 9. Explain the essential elements of report writing.