Fourth Semester B.Com. Examination, May/June 2014
(Repeaters) (Prior to 2012-13)
COMMERCE
Paper – 4.2 : Business Communication (Part – B)

Time : 1½ Hours          Max. Marks : 45

Instructions : 1) Use separate answer booklets.
               2) Answer should be only in English.

SECTION – A

1. Answer question (a) compulsorily and any seven of the remaining questions in about four lines.
   (1+7×2=15)
   a) Expand CCTV.
   b) What is E-Commerce ?
   c) What is letter of Termination ?
   d) What is a telex service ?
   e) What is dividend and interest ?
   f) Who is an agent ?
   g) What is downward communication ?
   h) What is cellular phone ?
   i) Mention two advantages of E-mail.
   j) Define representation.
   k) What is charge sheet ?
   l) What is interview ?

SECTION – B

Answer any two questions from the following. Each question carries 15 marks.
(2×15=30)

2. Draft a letter of appointment order with the terms and conditions which will Govern the appointment.

3. Draft a memo to an employee asking for explanation for absence from duty.

P.T.O.
4. As a secretary write a letter to shareholders intimating the issue of new equity shares.

5. Write notes on:
   a) Electrostatic printing
   b) Video conferencing
   c) Word processing
   d) Cell-phones
   e) W.W.W.