

S.No. 4/11

BATCH: 2003-13, 15, 16

END OF SEMESTER EXAMINATIONS, APRIL / MAY -2018
BUSINESS CORRESPONDENCE
SUBJECT CODE: 15UACO51

MAJOR: B.A (Economics)
 TIME : 3 HOURS

60
 SEMESTER: IV
 MAX.MARKS: 75

SECTION - A (10 X 1 = 10)

Answer ALL Questions:

1. What are business letters?
2. Mention the parties involved in communication Process.
3. Expand the term F.O.B.
4. What do you mean by collection letters?
5. What is fire insurance?
6. How do you classify insurance?
7. What is Bio-Data?
8. What is interview?
9. Define Inflation.
10. What are the types of documentary bills used in import trade?

SECTION - B (5 X 4 = 20)

Answer any FIVE Questions:

11. State the importance of communication.
12. Give the elements of a good letter of complaint.
13. Point out the terms of an agency.
14. Draft a circular about change of address of a business.
15. Mention the uses of Market Report.
16. What are the forms of layout of business letters?
17. Bring out the contents of an order letter.
18. Draft a report on India's GDP Position.

SECTION - C (3 X 15 = 45)

Answer any THREE Questions:

19. Explain various kinds of business letters.
20. Narrate the steps involved in credit enquiry.
21. Discuss the elements of a good banking correspondence.
22. Write a letter for applying for the post of an auditor in a public company.
23. Draft the form of a press report.