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**5653**

Register Number:

Name of the Candidate:

**B.Com. DEGREE EXAMINATION, May 2015**

**(FINANCE & INVESTMENT)**

**(FIRST YEAR)**

**520: BUSINESS ENGLISH**

Time: Three hours

Maximum: 100 marks

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**SECTION - A**

**Answer any FIVE questions**

**(5 × 8 = 40)**

1. What are the basic elements of communication?
2. Explain the process of communication.
3. Distinguish between the formal and informal communication with suitable example.
4. What are the effect of inter personal variables of effective communication?
5. Explain the process of inter personal communication.
6. Draft a letter to candidate asking for attend the interview for lecturer post.
7. What are the functions of reports?
8. Give a format for report.

**SECTION - B**

**Answer any THREE questions**

**(3 × 20 = 60)**

9. Distinguish between the upward, downward and horizontal communication with suitable examples.
10. What are the major barriers in communication. Write elaborately?
11. Write a letter to the health inspector of Municipal corporation, complaining about liquor shop located near to the school in your area and suggest them, to replace the liquor shop away from the school.
12. Class teacher has appointed a student sport committee to improve the co-curriculum activates in your college. Draft a report to be submitted to the class teacher.
13. Write a report on the existing library and informatics system in your college with suggestion and improve it.

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