

**2021/TDC/CBCS/ODD/  
ENGSEC-501T/268**

**TDC (CBCS) Odd Semester Exam., 2021  
held in March, 2022**

**ENGLISH**

**( 5th Semester )**

Course No. : ENGSEC-501T

**( Business Communication )**

*Full Marks : 50*

*Pass Marks : 20*

*Time : 3 hours*

*The figures in the margin indicate full marks  
for the questions*

**SECTION—A**

Answer any *fifteen* questions : 1×15=15

1. What is upward business communication?
2. State the purpose of diagonal business communication.
3. Give an example of grapevine network of communication.
4. Give an example of verbal communication.

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5. What is bibliography?
6. What is a project report?
7. What is the content of project report?
8. State one importance of bibliography.
9. Give one example of statutory business report.
10. State two parts of a business report.
11. What is an analytical business report?
12. Define research report.
13. What is an annual report?
14. Who prepares the annual report of a company?
15. How do you write a departmental annual report?
16. Why do companies produce annual reports?
17. What is brainstorming?
18. What are minutes of a meeting?

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19. What is correspondence in business communication?
20. What is the full form of e-correspondence?

SECTION—B

Answer any *five* of the following questions :  $2 \times 5 = 10$

21. State two features of business communication.
22. State two examples of informal channel of communication.
23. State two differences between reference and bibliography.
24. Mention two importance of citing references.
25. Mention two features of business reports.
26. What is included in a business report?
27. State the importance of the annual report of a company.
28. State two objectives of an annual report.
29. State four constituents of a formal agenda of a meeting.
30. State four advantages of e-correspondence.

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SECTION—C

Answer any *five* of the following questions : 5×5=25

31. What are the different types of business communication? Discuss.
32. What are the main objectives of business communication? Explain.
33. What are the different steps of writing a project report?
34. Discuss the significance of bibliography in business communication.
35. Imagine you are the sales head of an organization. Write a report on the declining sales of washing machines produced by your company. State the causes of decline and suggest measures for promotion of sales.
36. What are the different types of business reports? Explain in brief.
37. What should be included in a company's annual report? Explain in brief.
38. Explain the different steps involved in summarizing an annual report of a company.

39. What are the different types of business meetings? Explain.
40. State the importance of e-correspondence in business.

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