

Total No. of Questions : 5]

SEAT No. :

P195

[Total No. of Pages : 2

**[5258] - 2001**  
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**BUSINESS COMMUNICATION**  
**(2013 Pattern)**

*Time : 3 Hours]*

*[Max. Marks : 80*

*Instructions to the candidates :*

- 1) *All questions are compulsory.*
- 2) *Figures to the right indicate full marks.*

**Q1)** What is written Communication? State the advantages & disadvantages of written communication. **[16]**

OR

What is Business communication? Explain features & importance of business communication.

**Q2)** What is effective speaking? What are the elements of effective speaking? **[16]**

OR

What is Business letter? What is the structure/layout of Business letter?

**Q3) a)** Write a circular letter to their customers of Janata Sahakari Bank Pune for shifting their Branch from Bajirao Road to Laxmi Road Pune. **[8]**

OR

Write a complaint letter to the sales manager of M/S Bajaj Electronics Ltd. Pune from M/S Sunil Electronics Satara about received damaged electronics goods.

**b)** Draft an office order to Shri Pravin Tambe from Kiran & Sons Pune for transferring from Accounts Dept. to Stores Dept. **[8]**

OR

Write a Job application letter to the Personnel Manager Hindustan Company Pune in response to an advertisement in daily Sakal News Paper for the post of welfare officer.

*P.T.O.*

# 1st Year Business Communication Question Paper

**Clifford Lane**



**1st Year Business Communication Question Paper:**

The book delves into 1st Year Business Communication Question Paper. 1st Year Business Communication Question Paper is an essential topic that must be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into 1st Year Business Communication Question Paper, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:

- Chapter 1: Introduction to 1st Year Business Communication Question Paper
- Chapter 2: Essential Elements of 1st Year Business Communication Question Paper
- Chapter 3: 1st Year Business Communication Question Paper in Everyday Life
- Chapter 4: 1st Year Business Communication Question Paper in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, this book will provide an overview of 1st Year Business Communication Question Paper. This chapter will explore what 1st Year Business Communication Question Paper is, why 1st Year Business Communication Question Paper is vital, and how to effectively learn about 1st Year Business Communication Question Paper.

3. In chapter 2, this book will delve into the foundational concepts of 1st Year Business Communication Question Paper. The second chapter will elucidate the essential principles that must be understood to grasp 1st Year Business Communication Question Paper in its entirety.

4. In chapter 3, this book will examine the practical applications of 1st Year Business Communication Question Paper in daily life. The third chapter will showcase real-world examples of how 1st Year Business Communication Question Paper can be effectively utilized in everyday scenarios.

5. In chapter 4, the author will scrutinize the relevance of 1st Year Business Communication Question Paper in specific contexts. The fourth chapter will explore how 1st Year Business Communication Question Paper is applied in specialized fields, such as education, business, and technology.

6. In chapter 5, this book will draw a conclusion about 1st Year Business Communication Question Paper. This chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of 1st Year Business Communication Question Paper.

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