



SN – 595

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III Semester B.Com. Examination, Nov./Dec. 2014
(Semester Scheme) (Prior to 2013-14) (Repeaters)

COMMERCE

Part – B : Business Communication

50 – 2012-13 Only

45 – Prior to 2012-13

Time : 1½ Hours

Max. Marks : 45/50

Instruction : Answer in **English** only.

SECTION – A

1. Answer question (a) and **any seven** of the remaining.

(1+2×7=15)

- a) Expand the term T.D.S.
- b) What is Business ?
- c) Write the meaning of circular letter.
- d) What is quotation ?
- e) Mention the factors to be considered while writing the letter of complaint.
- f) Write the meaning of promissory note.
- g) What is fire insurance ?
- h) What is post-scripts ?
- i) What is reference ?
- j) Expand :
 - a) E.W.O.
 - b) C.C.F.
- k) What do you mean by overdraft ?
- l) What is solicited enquiry ?

P.T.O.



SECTION – B

Answer **any two** questions. **Each** carries **15** marks.

(2×15=30)

2. Draft a letter from Madhavi Stores, Chennai for the supply of soap products to Wash Well Soap Manufacturing Company, Hyderabad. Which has sent circular letter to introduce their products to the market.
3. Draft an office circular informing that office working hours are rescheduled from 9 a.m. to 4.00 p.m. to 10.30 a.m. to 5.30 p.m. to avoid traffic jams in Bangalore city.
4. Alphabet Learning Company, Bangalore, complained M/s Murthy Books Limited, Mangalore. About defective and damaged books. Write a complaint letter.
5. As a Bank Manager of SBM Rajaj Nagar, Bangalore, you have received a status enquiry letter from M/s Royal Traders, Chennai regarding financial status of M/s Lakshmi and Company, Bangalore. Draft an unfavourable reply.

SECTION – C

(For 2012-13)

(Should be written by only those students who are writing for **50** marks.)

(1×5=5)

6. Briefly explain the various types of Business Letter.
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