

# **Department of B.Com (Bank Management)**

## **BUSINESS CORRESPONDENCE- BM204S**

### **SUBMITTED BY**

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### **SECTION-A**

1. Explain the meaning of communication?
2. What is upward communication?
3. What is unsolicited communication?
4. What is circular letter?
5. Give any two advantage of correspondence with directors?
6. Who is called commercial traveler?
7. What is press report?
8. What is minutes of meeting?
9. What is E-mail?
10. Give any two uses of internet?
11. What is oral communication?
12. What is layout?
13. What is solicited communication?
14. What is order form?
15. What is called shareholder?

16. Give any two essential for director report in business correspondence?
17. What is fact finding?
18. What is agenda?
19. What is understood by fax?
20. Give any two uses of video conferencing?
21. What is business letter?
22. What is paralanguage?
23. What is letter of appointment?
24. Give short note on solicited enquiry?
25. What is insurance?
26. Give short note on fixed deposit?
27. Give short note on minutes of meeting?
28. What is office notes?
29. State the modern forms of communication?
30. State the technologies used in video conferencing?
31. What is meant by salutation?
32. What is bank correspondence?
33. Who is agent?
34. Define report?
35. What is minutes?
36. What is internet?
37. What is website?
38. What is trade enquiry?
39. What is surrender value?
40. Different types of business reports?
41. List out the advantage of Email?
42. How internet is useful for business?

## **SECTION- B**

1. Bring out the significance of communication?
2. Differentiate oral communication with written communication?
3. What are the various objectives of circular letter?
4. What are the various functions of sales letter?
5. Describe the types of bank correspondences?

6. What are the important terms used in the marine insurance?
7. What are the characteristics of good report?
8. How to write minutes?
9. What are the advantages of E-mail?
10. Explain the importance of internet?
11. What are the advantages of communication?
12. Explain the importance of effective communication?
13. What are the various objectives of writing of circular letter?
14. Describe the role of agency system in business correspondence?
15. What are requisites of a good press report?
16. Give a specimen of agenda for a statutory meeting?
17. What are the advantages of fax?
18. Explain the uses of website in business communication?
19. Explain the principle of effective communication?
20. Discuss about the various kinds of letter?
21. Give some occasions for writing complaint letter?
22. What is marine insurance? Explain the kinds of marine polices?
23. Write a letter requesting a banker to open an account?
24. Discuss about memorandum with an example for an employee being habitually late?
25. What are the types of communication?
26. What are different formats of business letter?
27. Draft specimen enquiry letter asking for quotations of computers?
28. Write a letter to a bank manager for getting an overdraft facility for your business concerns?
29. What facts should be included in a letter offering an agency?
30. Describe the hints on the writing of minutes?
31. What is the format for a memorandum report?
32. What are the benefits of technological advancement of business communication?
33. What are the main advantages of life insurance?
34. Draft a report for investigation made regarding decline in sales of washing soap?
35. How websites are useful in business?
36. Write a note on fax?

## SECTION-C

1. Explain the principles of effective communication?
2. Write a letter to ask a firm of steel furniture to send their price list and catalogue?
3. Make a requisite to your insurance brokers to arrange for you a floating policy of a marine insurance?
4. Mention the points to be covered in reports by managerial personal and executives?
5. Explain the barriers to organizational communication?
6. Write a letter of 'firm offer' to a customer mentioning the time limit for accepting an offer?
7. Write a specimen for director's report?
8. Draft the notice of the annual general meeting of the public limited company?
9. Explain the need for video conferencing in relation to business communication?
10. Discuss about the lay out of business letter?
11. What is an interview? Explain the various types of interview?
12. Who is a shareholder and director? Write a letter as a director to fix days for meeting?
13. Discuss about organization of a report?
14. Explain in detail about internet?
15. Write a circular letter regarding opening a new branch?
16. Discuss the characteristics of good report?
17. Explain the advantages of business and communication through internet?
18. Explain the qualities of good letter?
19. Draft an application for the post of an accountant?
20. Draft a letter to the insurance company asking for loan against your policy?
21. Explain various types of reports?
22. Write a short notes on video conferencing and internet?