

2021
MALDA WOMEN'S COLLEGE
B.A. SEMESTER IV GENERAL EXAMINATION
(HOME ASSIGNMENT)
SUBJECT – BUSINESS COMMUNICATION
PAPER CODE– 404-ENGG-SEC (B1)
FULL MARKS – 32
(CBCS)

Answer all questions.
4x8 = 32

1. Write short notes on **any two** of the following in about 150 words:

- (a) Non Verbal Communication
- (b) Audience Analysis
- (c) Barriers of communication
- (d) Brainstorming
- (e) Listening and its types

2. A meeting will be conducted by the Principal of your college regarding a blood donation camp in your college on 15th August. As the Secretary of the Students' Council, draft the minutes of the meeting.

Or,

3. What is a memo? What are the steps for writing minutes of a meeting?

4. You had purchased a refrigerator but found that it was not cooling properly. In spite of repeated complaints the dealer did not provide any after sales service. Draft a letter to the Consumer Grievance Cell in this regard.

Or,

5. Draft an application with your bio-data for the post of Human Resources Manager in XYZ Technologies Ltd.

6. Draft an individual report on the status of Covid-19 vaccination.

Or,

7. You are appointed Chairperson of the Alumni Association of your college to look into the possibility of building an 'Alumni House' in your campus. This imposing structure will serve as a focal point for all alumni activities. Draft the Report with Recommendations.