

DEPARTMENT OF COMMERCE

COURSE AND SEMESTER: B.COM- IV SEMESTER

SUBJECT: EXECUTIVE BUSINESS COMMUNICATION

MODEL EXAMINATION

DATE: \_\_\_\_\_

TOTAL MARKS: 50

SECTION-A (10x1=10)

ANSWER ALL THE QUESTIONS:

1. On the basis of flow of information communication may be classified into \_\_\_\_\_ groups  
(a) 2 (b) 3 (c) 4 (d) 5
2. \_\_\_\_\_ enables Quick reference in future.  
(a) Date (b) Signature (c) Salutation (d) Complementary close
3. When the customer fails to pay within a certain time limit, \_\_\_\_\_ letters are sent.  
(a) Agency (b) Sales (c) Circular (d) Collection
4. \_\_\_\_\_ letter is written to many persons with same content.  
(a) Circular (b) Collection (c) Complaint (d) Insurance
5. Generally, insurance is classified into \_\_\_\_\_ groups.  
(a) 2 (b) 3 (c) 4 (d) 5
6. Bank overdraft is one among the \_\_\_\_\_ term advance of a commercial bank.  
(a) Long (b) Short (c) Medium (d) None of the above
7. Written record of the proceedings of a meeting is  
(a) Agenda (b) Minutes (c) Information booklet (d) Memorandum
8. \_\_\_\_\_ means things to be done at a meeting .  
(a) Minutes (b) Report (c) Agenda (d) Resolution
9. Under \_\_\_\_\_ interview method, a number of candidates are interviewed simultaneously.  
(a) Group (b) Individual (c) Stress (d) One man
10. \_\_\_\_\_ is the first requirement of a good candidate.  
(a) Self confidence (b) General knowledge (c) Mental alertness (d) Objective

# Business Communication Model Question Paper

**David Kirk**



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