

Burdwan Raj College

Department of ___ Commerce _____

Internal Assessment: Home Assignment

(To be Submitted to designated email id mentioned below by _____ February 2021)

Semester: III General Course

Subject: *Hons L1-2*

Paper: Business communication

Send your assignments to (email id):

Procedure of Appearing in the Internal Examination:

1. Download the question paper from the "online examination" section of the College portal: www.burdwanrajcollege.ac.in
2. Write your assignment on blank white A4 size papers.
3. The assignment must carry the following details of the student:
 - a. Name of the Student
 - b. University Roll Number
 - c. University Registration Number
 - d. Name of the Paper
 - e. Mobile Number of the Student
4. Examinees will have to submit their own hand-written answer scripts electronically to the mail id specified by the College in a single pdf file. **The file name of the pdf file should be the university roll number the candidate.**
5. On the subject-line of the mail write your Name, University Roll No, Subject & Paper. **Without these information in the subject line, no script will be evaluated.**

Answer any five (5) questions:

(5x2 = 10)

Compose your questions and instructions here

1. What is Business Communication?
2. State the elements of Business Communication.
3. What is Pictorial Communication?
4. State the principles of effective Communication.
5. What is formal Communication?
6. State two advantages of video conferencing.
7. What are the barriers to Business Communication?
8. What are the forms of non-verbal Communication?

Submit the answers in pdf form to this email-- brcbcomhcc8@gmail.com

