

**Assignment**  
**Class: BCOM II**  
**Sub: Business Communication**

- Q1. Attempt a suitable definition of Communication and elaborate your definition.
- Q2. What are the elements of communication?
- Q3. Explain the importance of communication.
- Q4. What are the different objectives of communication?
- Q5. Write a short note on Swot analysis.
- Q6. What do you mean by verbal communication?
- Q7. Explain the dimension and direction of communication.
- Q8. What do you mean by channel of communication?
- Q9. Discuss the Semantic Barriers to effective Communication.
- Q10. Write a short note on sign language.
- Q11. What do you understand by audio visual communication.
- Q12. Explain the need and importance of written communication.
- Q13. What are the different types of business letter?
- Q14. What are the essentials of an effective business letter?
- Q15. Place an order for certain goods which you reserve the right to reject if delivered after 5 days of the date of order.
- Q16. Prepare a resume for the post of an accountant.
- Q17. Explain the difference between oral and written communication?
- Q18. Why is it necessary for a businessman to make use of combination of various media of communication?
- Q19. What are the advantages and disadvantages of computer based communication?
- Q20. Write a short note on means of communication.