



MS – 393

IV Semester B.Com. Examination, May/June 2013
(Semester Scheme)
(2012-13 & Onwards) (Fresh)
COMMERCE
Paper – 4.2 : Part – B : Business Communication

Time : 1½ Hours

Max. Marks : 50

Instruction : Answer should be only in **English**.

SECTION – A

Answer **any 10** sub questions from the following. **Each** question carries **2** marks.

(10×2=20)

1. a) What is meant by e-commerce ?
- b) What is a warning notice ?
- c) Define Representation.
- d) What is meant by cellular phone ?
- e) Give the meaning of Agency.
- f) What is meant by letter of Termination ?
- g) What is meant by Dividend warrant ?
- h) What is a Teleprinter ?
- i) Give the meaning of Transmission of shares ?
- j) What is quotation ?
- k) What is a charge sheet ?
- l) What is video-conferencing ?

P.T.O.



SECTION – B

Answer **any two** questions. **Each** question carries **15** marks.

(15×2=30)

2. Draft an invitation for launching of a new product by Maruti Udyog Ltd.
 3. Draft an office circular appealing to employees to work one hour extra, so as to increase the production of a company.
 4. Write short notes on the following :
 - a) Cell-phones
 - b) Word processing
 - c) Laptops
 - d) W.W.W.
 5. Draft a showcause notice to an employee for his alleged embezzlement of cash.
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