

ST. JOSEPH'S COLLEGE OF LAW

#18, Residency Road, Bengaluru - 560025

Internal Examinations

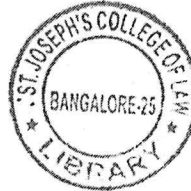
III Sem. -BBA LLB (5 Years Course)

BUSINESS COMMUNICATION

Duration: 1 Hrs.

Max.Marks:10

SECTION- A



(7x1=7 marks)

1. Draft a reply to a letter of inquiry received by M/S New India Furniture company, Bijapur from Rupee Co-operative Bank, Athani relating to the supply of new steel furniture for their new branch office and asking for their quotation.

Or

What is a Report? Explain the types of business reports in detail.

SECTION- B

(3x1=3 marks)

2. "Courtesy & Clarity in a business letter are as important as conciseness and completeness." Discuss

Or

Explain in brief the essentials of a good business report.
