

PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)

BCom DEGREE EXAMINATION MAY 2023
(Second Semester)

Branch – COMMERCE (PROFESSIONAL ACCOUNTING)

BUSINESS CORRESPONDENCES AND REPORTING

Time: Three Hours

Maximum: 50 Marks

SECTION-A (5 Marks)

Answer ALL questions

ALL questions carry EQUAL marks

(5 x 1 = 5)

- 1 Communication is a -----
(i) One way (ii) Three way
(iii) Two way (iv) No way
- 2 -----is not just about writing down everything you hear or read.
(i) Account making (ii) Press making
(iii) Note making (iv) Communication making
- 3 An ---- is a piece of writing which explicates ideas, thoughts, facts, suggestions and recommendations based on a particular topic.
(i) Writing (ii) Note making
(iii) Communication (iv) Article
- 4 ----- is the first part of the body of the report.
(i) Abstract (ii) Introduction
(iii) Title page (iv) Summary
- 5 -----is an objective and planned presentation of facts to one or more persons for specific business purpose.
(i) Business report (ii) Analytical report
(iii) Press report (iv) Communication report

SECTION - B (15 Marks)

Answer ALL Questions

ALL Questions Carry EQUAL Marks

(5 x 3 = 15)

- 6 a. State the importance of Communication.
OR
b. Describe the Characteristics of Communication.
- 7 a. Point out the different types of passages.
OR
b. What is the format for heading in writing?
- 8 a. What are the styles of writing?
OR
b. List out the five steps to writing an article.

Cont...

- 9 a Explain the types of minutes.
OR
b What is business report?
- 10 a Describe the essential elements of Resume.
OR
b Explain the resume writing Tips conventions.

SECTION -C (30 Marks)

Answer any **Three** questions

ALL questions carry **EQUAL** Marks (3 x 10 = 30)

- 11 Examine the barriers to effective communication.
- 12 Briefly explain the significance of note making.
- 13 Summarize the process of writing.
- 14 Analyze the types of report writing.
- 15 Draft an application for the post of a chief accountant in an export organization.

Z-Z-Z

END