# PSG COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

# **BCom DEGREE EXAMINATION MAY 2024**

(Second Semester)

# Branch - COMMERCE (PROFESSIONAL ACCOUNTING)

# BUSINESS CORRESPONDENCE AND REPORTING

Time: Three Hours Maximum: 75 Marks

#### **SECTION-A (10 Marks)**

Answer ALL questions

ALL questions carry EQUAL marks

 $(10 \times 1 = 10)$ 

Module	Question	Question	K Level	co
No	No.	Communication is a of facts, ideas and		
1	1	opinions by two or more persons.  a) Exchange b) Foreign exchange c) Control d) Understanding.	K1 ·	CO1
	2	Physical barriers to communication are  a) Interpretation of words b) Time and distance c) Denotation d) Connotation	K2	CO1
2	3	Which of the following is not a domain of Blooms Taxonomy? a) Cognitive b) Objective c) Affective d) Psychomotor	K1	CO2
	4	What should the first paragraph of an article be all about?  a) Conclusion b) Consequences c) Statistics d) Brief introduction of the topic	K2	CO2
3	5	An article can be a  a) Addressed b) statement writing c) Awareness campaign d) All of the above	K1	CO3
	6	Which of the following is not relatable to the article writing?  a) Salutation b) Date c) Subscription d) All of the above	K2	CO3
4	7	are the official record of the Proceedings of a meeting.  a) Minutes b) Notification c) Agenda d) Proposal	K1	CO4
	8	A report prepared and presented according to the form and procedure laid down by law is called as  a) Period report b) Statutory report c) Special report d) Formal report	K2	CO4
5	9	A resume summarizes the following  a) Strength and weaknesses b) Personality c) Education and experience d) Hobbies.	K1	CO5
	10	Which of the following should not be mentioned in the resume?  a) Address b) Age c) Nationality d) Experience	K2	CO5

#### SECTION - B (35 Marks)

Answer ALL questions

ALL questions carry EQUAL Marks  $(5 \times 7 = 35)$ 

Module No	Question No.	Question	K Level	CO
1	11.a.	Outline the importance of communication.		CO1
		(OR)	K2	
	11.b.	Explain the different types of communication.		
2	12.a.	Explain Briefly about Blooms Taxonomy.	-	CO2
		(OR)	K4	
	12.b.	Describe the merits of note making.		

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#### 22PAU207N/22PAU207 Cont...

	13.a.	Narrate the various stages of writing process.		CO3
3		(OR)	K3	
	13.b.	Explain the different styles of writing.		
	14.a.	Describe the different types of letters.		CO4
4		(OR)	K3	
	14.b.	Prepare a specimen agenda for a board meeting.		
	15.a.	State the tips to draft resume.		CO5
5		(OR)	K4	
3	15.b.	Briefly explain about co-curricular achievements and declaration in resume writing.	IKT	

### SECTION -C (30 Marks)

## Answer ANY THREE questions

ALL questions carry EQUAL Marks

 $(3\times10=30)$ 

Module No	Question No.	Question	K Level	со
1	16	Enumerate the various barriers of communication.	K4	CO1
2	17	Summarise the steps to comprehend and summaries text.	K4	CO2
3	18	Discuss the Do's and Don't's of précis writing.	K4	CO3
4	19	Examine the essential elements of report writing.	K4	CO4
5	20	Elucidate the different types of resume writing.	K4	CO5