

**PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)**

BCom DEGREE EXAMINATION DECEMBER 2025
(Second Semester)

Branch – **COMMERCE (PROFESSIONAL ACCOUNTING)**

BUSINESS CORRESPONDENCE AND REPORTING

Time: Three Hours

Maximum: 75 Marks

SECTION – A (10 Marks)

Answer ALL the Questions

ALL Questions Carry EQUAL Marks (10 x 1 = 10)

Module No.		Question No.	Question	K Level	CO
1	1	What in communication increases credibility of the sender of message? a) Clarity b) Correctness c) Concreteness d) Consideration		K1	CO1
	2	What refers to Conciseness of message? a) Crispness b) Comprehensiveness c) Specificity d) Brevity		K1	CO1
2	3	What is another name for a summary? a) Synopsis b) Concrete c) Composition d) Compression		K1	CO2
	4	What are the characteristics of good note making? a) Long and Descriptive b) Incomplete and vague c) Short and Compact d) Illogical and Confusing		K1	CO2
3	5	What is the purpose of an article? a) To express an opinion b) To report the news c) To provide information d) All of the above		K1	CO3
	6	All the following are principles of business letter writing, except: a) Consideration b) Correctness c) Conciseness d) Concurrency		K1	CO3
4	7	Drawing a list of the items of business to be transacted at the meeting known as _____ a) Minutes b) Resolution c) Invitation d) Agenda		K1	CO4
	8	Which of the following is usually the least formal method of written communication in the workplace, often used for safety and welfare notices? a) Manuals b) Memos c) Letters d) Circulars		K1	CO4
5	9	The keys to write a successful resume are a) Too long, verbose descriptions and over confident tone b) "You" attitude, focus on your audience and think about prospective employers need c) None of the above d) All of the above		K1	CO5
	10	What is the term for the document used to introduce a job applicant to a potential employer? a) Resume b) Application c) Cover Letter d) Data		K1	CO5

SECTION – B (35 Marks)

Answer ALL the Questions

ALL Questions Carry EQUAL Marks

All Questions Carry EQUAL Marks (5 X 7 = 35)				
Module No.	Question No.	Question	K Level	CO
1	11.a.	What are the characteristics of good business communication? Explain.	K2	CO1
		(OR)		
	11.b.	Describe the Formal and Informal Communication.	K2	CO1

Cont.....

2	12.a.	Show the Difference between Linear and Non Linear Note Making.	K4	CO2
	(OR)			
	12.b.	Explain the concept of Summarizing the Notes.	K2	CO2
3	13.a.	Explain the Precis Writing Procedure.	K2	CO3
	(OR)			
	13.b.	Narrate the Qualities of Good Precise.	K2	CO3
4	14.a.	How to draft an effective e-Mail? Explain with an example.	K3	CO4
	(OR)			
	14.b.	Draft a business complaint letter.	K3	CO4
5	15.a.	State the Essential elements of Resume.	K3	CO5
	(OR)			
	15.b.	Summarize the points to be kept in mind while writing resume.	K3	CO5

SECTION – C (30 Marks)

Answer ANY THREE Questions

ALL Questions Carry EQUAL Marks

(3x 10 = 30)

Module No.	Question No.	Question	K Level	CO
1	16	What are the principles of effective communication? Elucidate.	K3	CO1
2	17	Highlight the concept Blooms Taxonomy.	K3	CO2
3	18	Enumerate the Steps in Article Writing.	K3	CO3
4	19	Point out the importance of preparing Agenda and Action Taken Report with an example.	K3	CO4
5	20	Assume you are writing a resume and highlight the Academic Qualification & Achievements.	K3	CO5

Z-Z-Z END