

Name:  
Enrolment No:



**UNIVERSITY OF PETROLEUM & ENERGY STUDIES**  
**End Semester Examination (Online) – July, 2020**

**Program: B.Com (Taxation) & B&I**  
**Subject/Course: Business Communication**  
**Course Code: HRES7012**

**Semester : II**  
**Max. Marks: 100**  
**Duration : 3 Hours**

**IMPORTANT INSTRUCTIONS**

1. *The student must write his/her name and enrolment no. in the space designated above.*
2. *The questions have to be answered in this MS Word document.*
3. *After attempting the questions in this document, the student has to upload this MS Word document on Blackboard.*

		<b>Marks</b>	<b>COs</b>
Q.1	Explain and give suitable real life example of organizational communication process	20	CO1
Q.2	You are appointed as a chairman of the committee to find out the chances of opening a new electronic showroom at Delhi. Write a report to be submitted to the higher management.	20	CO4
Q.3	You are raising fund for starting a new showroom of branded shoes from the investors. Write an executive summary to the investors highlighting the attraction and growth prospects of your showroom	20	CO3
Q.4	“Communication is the language of the Business” explain the statement in context of modern organization	20	CO1
Q.5	You are a wholesaler of a mobile phone company and recently you have observed several defects in a newly launched mobile phone. Write a business letter to the company informing about concerns related to the newly launched mobile phone.	20	CO2

**ANSWERS**