DR. B.K.B. COLLEGE, PURANIGUDAM, NAGAON, ASSAM

DEPARTMENT OF ENGLISH

**HOME ASSIGNMENT**

Session: 22-23

CLASS: B.A. 6th Semester (CBCS)

SEC – 4

Paper Code: ENG–SE–6014

(Business Communication)

**Last date of Submission: 31/03/2023** **Marks: 10**

The figures in the margin indicate full marks for the questions.

1. Write brief notes on **any two** of the following. **5x2=10**
2. Essentials of Business Communication.
3. Preparedness in facing interviews.
4. Report writing and its basic elements.
5. Branches of E-correspondence.
6. Benefits of group discussion.
7. Spoken English for business communication.
8. Procedure to write minutes of meetings.

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**Instruction: Submit the Answer Sheets in softcopy through College Website Link and hardcopy to the Department of English on or before 31/03/2023.**