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

DEPARTMENT OF ENGLISH

**HOME ASSIGNMENT 01**

ACADEMIC YEAR: 2020-21

CLASS: B. Com. 1st Semester (CBCS)

Major: English

Paper: BCM–AE–1014 (Business Communication)

Last date of Submission: 05/12/2021 Marks: 20

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

1. Write brief notes on any four of the following. 4x5=20
2. Communication and its nature.
3. Different forms of communication.
4. Psychological barriers to communication.
5. Difference between verbal and non-verbal communication.
6. Major characteristics of business reports.
7. Importance of business reports.

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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 05/12/2020.**