

**DIRECTORATE OF DISTANCE EDUCATION
MANUU**

B.Com Semester 4

**SEC - Business Communication BBCM402SET
Assignment 1 (15 marks)**

Last date for submission at LSC:

Note: There is only 1 Assignment for this Course

Part A

1. Fill in the blanks: (5x1mark = 5 marks)

- a) The word *communication* is derived from _____ language.
- b) Listening, Speaking, Reading and _____ are language skills.
- c) SMS, email and fax are examples of _____ writing.
- d) A business letter is written in a specific _____.
- e) Letter writing is easy now with _____ available for ready use.

Part B

Answer the following questions in brief. (2x5 marks = 10 marks)

- 2. Write a short note on the importance of communication.
- 3. What are the key challenges encountered during online meetings?
