

23BSC201
UG PROGRAM (4 YEARS HONOURS) WITH SINGLE MAJOR
AT THE END OF SECOND SEMESTER
SKILL COURSES

BUSINESS WRITING (Major)
(COMMON FOR ALL MAJORS)
(w.e.f. Admitted Batch-2023-24)

Time: 2 Hours

Maximum: 50 marks

SECTION-A

Answer All questions.

3x10=30

1. a) Explain the features of Good business writing.

(Or)

- b) Write the advantages and disadvantages of e-mail.

2. a) Describe the format and structure of a memo.

(Or)

- b) Write the advantages and disadvantages of office memo.

3. a) Describe the steps involved in writing a business proposal.

(Or)

- b) Explain the essential characteristics of a business report.

SECTION-B

Answer any FOUR questions.

4x5=20

1. Importance of business writing.
2. Define Office Memorandum.
3. Explain the Drafting of memo.
4. What is business proposal?
5. Characteristics of business proposal.
6. Elements of E-mail Writing.