

**BHARATI VIDYAPEETH
(DEEMED TO BE UNIVERSITY), PUNE (INDIA)
School of Distance Education**

Assignment No.	01	Name of the Assignment Setter:		Prof.D. H. Malve
Course:	CBCS-2018	Class: S.Y.B.Com.		Semester: IV
Subject:	Communication Skills II			

Q.1	Attempt ANY ONE of the following (1000 Words):	(10)
A)	.A committee was appointed to find causes of unrest among workers and also give suggestions. Draft report of committee.	
B)	On behalf of <i>Nandini Sarees</i> , Pune draft a circular letter to customers announcing the clearance sell.	
Q.2	Attempt ANY TWO of the following (800 Words):	(10)
A)	Explain importance of business letter.	
B)	What are the essentials of good report?	
C)	Which points to be considered while drafting collection letter?	
D)	On which occasions letters are drafted to directors?	
Q.3	Write Short Notes on (ANY TWO):	(10)
A)	Heading of business letter	
B)	Progress report	
C)	Enquiry letter	
D)	Order letter	