

Basic Business Communication Skills

BBA Sem II

Questions

Please note: For exercises given below create assumptions wherever required

1. You have not been able to complete an assignment given by a faculty member. Write an email informing the faculty about the incomplete assignment.
2. Using examples, explain how the importance of planning for effective writing.
3. A picnic has been organised by BBA Sem II. Write a notice for all the students, informing them about the picnic.
4. Explain the format of writing salutation, greetings, date, address and content in a formal letter.
5. Write a one page report on 'My experiences at Indus University'.
6. Explain KSA.
7. What is the objective of a corporate interview?
8. How should a student prepare for an interview?
9. Quotation letter- You want to buy ACs for your apparel store. Write an email requesting for quotation of ACs.
10. You travelled by XYZ cab services. You were charged extra for the journey. Write a letter complaining to the authorities for the extra money charged.
11. What key points should be taken care of while writing a complaint letter?
12. You would like to send your resume and apply for internship in XYZ bank. Write a cover letter for the same.
13. You are the class representative (CR). On behalf of your class and college, write a letter to Mr. Ravi Kapoor, inviting him for a guest session.
14. How should a management graduate with not corporate experience, prepare for an interview?
15. Explain the relevance of Knowledge, Skills and Attitude in an interview.