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NA—140—2022

FACULTY OF COMMERCE

B.Com. (First Semester) EXAMINATION

MAY/JUNE, 2022

(New Course)

FOREIGN TRADE PRACTICES AND PROCEDURES

Paper-FT-II

(Soft Skill)

(Thursday, 16-6-2022)

Time : 9.30 a.m. to 1.15 p.m.

Time— 3.45 Hours

Maximum Marks—75

N.B. :— (i) Q. No. 1 is compulsory.

(ii) Solve all questions.

1. Explain in detail classification of communication. 20

2. Explain in detail structure of Report. 15

Or

Write down the types of reports.

3. Write down the Layout of Business Letter. 15

Or

Explain the types of Business Letter.

4. Write down principles of Business Writing. 15

Or

Write down types of Business Writing.

5. Write short notes on (any two) : 10

(i) Negotiation Skills

(ii) Group Discussion

(iii) Communication Skills

(iv) Interview.

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