

Bachelor of Commerce (General)

B.ComG

CHOICE BASED CREDIT SYSTEM

BCOLA -138: BUSINESS COMMUNICATION

ASSIGNMENT

2025

Valid from 1st January 2025 to 31st December 2025

Fourth Semester



**School of Management Studies
Indira Gandhi National Open University
Maidan Garhi, New Delhi -110068**



**BACHELOR OF COMMERCE (GENERAL)
CHOICE BASED CREDIT SYSTEM
BCOLA -138: BUSINESS COMMUNICATION**

ASSIGNMENT: 2025

Dear Students,

As explained in the Programme Guide, you have to do one Tutor Marked Assignment in this Course. The assignment has been divided into three sections. Section A Consists of long answer questions for 10 marks each, Section B consists of medium answer questions for 6 marks each and Section C consists of short answer questions for 5 marks each.

Assignment is given 30% weightage in the final assessment. To be eligible to appear in the Term-end examination, it is compulsory for you to submit the assignment as per the schedule. Before attempting the assignments, you should carefully read the instructions given in the Programme Guide.

1. Those students who are appearing in June 2025 exams. They have to submit the same latest by 15th March 2025.
2. Those students who are appearing in December 2025 Term End Examination they have to submit latest by in 15th October 2025.

You have to submit the assignment of all the courses to the Coordinator of your Study Centre.

TUTOR MARKED ASSIGNMENT

COURSE CODE	:	BCOLA -138
COURSE TITLE	:	BUSINESS COMMUNICATION
ASSIGNMENT CODE	:	BCOLA -138/TMA/2025
COVERAGE	:	ALL BLOCKS

Maximum Marks: 100

Note: Attempt all the questions.

Section – A

- Q.1** What is meant by barriers to communication? Explain different types of intrapersonal barriers. **(10)**
- Q.2** What is meant by oral communication? Discuss its advantages and disadvantages. How can oral communication skills be improved? **(10)**
- Q.3** What do you understand by written channel? Discuss its advantages and disadvantages. **(10)**
- Q.4** What are the essentials of business letters? **(10)**
- Q.5** What is postal life insurance scheme? Describe its salient features. **(10)**

Section – B

- Q.6** What is the role of the secretary? **(6)**
- Q.7** Define a resolution. How does it differ from a motion? What is the effect of a resolution as regards members? **(6)**
- Q.8** What are academic reports? Discuss its important parts. **(6)**
- Q.9** Discuss various steps in writing a précis. **(6)**
- Q.10** Discuss briefly different types of visual aids commonly used for business presentation. **(6)**

Section – C

- Q.11 Distinguish between the following:** **(10)**
- a) Formal and Informal Channels
 - b) Publicity and Public Relations
 - c) Adjournment and Postponement
 - d) Accounts Payable and Accounts Receivable
- Q.12 Write short notes on the following:** **(10)**
- a) Banking Letters
 - b) Press Advertisements
 - c) Disinvestment
 - d) Writing a Curriculum Vitae