



বিদ্যাসাগর বিশ্ববিদ্যালয়
VIDYASAGAR UNIVERSITY

Question Paper

B.A./B.Sc./B.Com. Part-III (1+1+1) Examination 2020

3rd Year (Hons. + Gen.)

**Subject: BUSINESS PRACTICE &
BUSINESS COMMUNICATION**

Paper: C-6

Full Marks: 100

Time: 3 Hours

*Candidates are required to give their answer in their own
words as far as practicable.*

Questions are of equal value.

Answer any **one question** [within 250 words] from each Group.

Group - A

(Business Practice)

1. Prepare an audit report relating to the national seminar organized by your department.
2. Prepare a double column cash book with eight imaginary transactions.
3. Prepare any two documents which are required in internal checking of transactions.
4. Mention any ten items (along with Rs.) relating to deduction under section 80C and also show the claimable amount of deduction.



5. Create a flow chart to show the following:

- (a) Making an online transaction to transfer Rs. 10000 using NEFT to the account of your friend.
 - (b) Making an online transaction to top-up your mobile balance.
6. (a) Prepare a format of a voucher for sale of goods in cash.
- (c) Prepare a format of withdrawal slip and make entries to transact a withdrawal of Rs. 5000 from your account.

Group - B

(Business Communication)

- 1. Discuss the process of communication.
- 2. Describe the meaning of formal and informal communication.
- 3. What are the different ways to make communication effective?
- 4. Describe the different conflict-resolution techniques.
- 5. Draft a tender notice for the supply and delivery of office tables to a business house with the help of hypothetical data.
- 6. Draft a notice (along with agenda) of an extra-ordinary general meeting of Agni Cements.