

BCom  
sem. 4Answerkey C.C 208

- (1) C
- (2) B
- (3) A
- (4) D
- (5) D
- (6) B
- (7) B
- (8) C
- (9) A
- (10) D

- (11) B
- (12) B
- (13) C
- (14) C
- (15) B
- (16) C
- (17) D
- (18) B
- (19) A
- (20) B

(21) Business report is the one type of communication tools in the commerce.

(22) "A business report is an orderly and objective communication of factual information which serves some business purpose.

(23) It help to the management to take certain decisions.

(24) The purpose of report writing is to collect data.

(25) A report is an orderly arrangement of data

(26) Letter form, Schematic form.

(27) Individual and Committee.

(28) Committee report are composed in order to have opinion of more the one person.

(29) The drafting of Advertisement is an art.

(30) Brevira computer

(31) Departmental correspondence is carried on among the different depart of the organization.

(32) memo is a letter written formally or informally by the officers to the employer working under them or by the employees to their superior for reminding them of certain matters.

(33) It is a letter written in formally or informally and detail are given.

(34) Reserve capital means capital for incidental purpose.

(35) An undertaking by a person to replace or exchange the goods if it is found defective within a period mention.