



Subject: Business
Communication

Chapter: Unit 3

Category: Practice Questions

1. Define structure of application letter.
2. Discuss the purpose of resume.
3. What is the need or importance of listed references in a resume?
4. What are the tips for writing an impressive C.V/ Resume?
5. Discuss the principles of effective writing.
6. Write brief note on Thesaurus.
7. How do you make your written communication more effective?
8. What are the different types of business letter?
9. Write brief notes on:
 - i. Complimentary close
 - ii. Signature
 - iii. Identification marks
10. How would you define report?
11. Discuss the advantages of memorandums.
12. Write brief notes on:
 - i. Research Methodology
 - ii. Analysis