

**SRI PADMAVATI MAHILA VISVAVIDYALAYAM**  
**(WOMEN'S UNIVERSITY), TIRUPATI- 517502 (A.P)**  
**CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)**

**Master of Commerce (M. Com)**

**Assignment Question Paper for Semester – I**

**M.COM 106 – BUSINESS COMMUNICATION IN PRACTICE**

**Answer any TWO Questions**

**All questions carry equal marks**

**2 X 10 = 20**

1. Define business communication. Discuss the steps in the process of business communication
2. Explain the steps involved in report writing and describe different types of reports
3. Explain the following
  - Johari window
  - different types of transactions
  - types of egos
4. Explain different types of communication and importance of group discussions and role plays
5. Discuss the role of technology in business communication and business etiquette