



# TAMIL NADU OPEN UNIVERSITY

Chennai - 15

## School of Management Studies ASSIGNMENT

Programme Code No :162

Programme Name : BBA Computer Applications

Course Code & Name: BBAEG – BUSINESS ENGLISH

Batch : CY 2020

No.of Assignments : 3

Maximum CIA Marks : 15 ( Average of Total No. of Assignments )

### ASSIGNMENT – 1

Max : 15 marks

**Answer any one of the question not exceeding 1000 words**

1. Explain the barriers to effective Communication.
2. What is enquiry letter? Explain the contents of an enquiry letter?
3. Draft a circular letter for change in the premises.

### ASSIGNMENT – 2

Max : 15 marks

**Answer any one of the question not exceeding 1000 words**

1. Explain the contents of an Order Letter and Draft Importer's order for the supply of Foreign Nylon sarees.
2. Write a letter to your banker asking for extension of time for the repayment of loan.
3. Discuss the important terms and documents in Export-Import Business.

### ASSIGNMENT – 3

Max : 15 marks

**Answer any one of the question not exceeding 1000 words**

1. Explain the types of Company Meetings.
2. Define report. Explain the types of reports.
3. Enumerate the various modern forms of communication and their merits and demerits.