

GVM's GGPR College of Commerce & Economics,  
Farmagudi- Ponda, Goa.

B.Com (Semester III) Intra Semester Assessment (ISA) I- Test, July 2019

**BUSINESS COMMUNICATION- II**

Duration: 30 minutes

Marks: 10

Q. 1) Answer **ANY THREE** of the following questions: (06 marks)

- a) How is a letter of application drafted?
- b) What is an Electronic Resume?
- c) Write a note on Testimonial.
- d) What is a Memo?

Q. 2) What are the advantages and contents of a bio-data? (04 marks)