

BCOLA-138: Business Communication

Course Code	BCOLA-138
Course Title / Subject	Business Communication
Programme	B.Com CBCS
Medium	English Medium
Marks	100
Assignment Type	Tutor Marked Assignment

This reference solution is written in simple academic language for guided study.

Official Assignment / Syllabus Page

Rendered from the official IGNOU assignment PDF.

TUTOR MARKED ASSIGNMENT

COURSE CODE	:	BCOLA -138
COURSE TITLE	:	BUSINESS COMMUNICATION
ASSIGNMENT CODE	:	BCOLA -138/TMA/2025
COVERAGE	:	ALL BLOCKS

Maximum Marks: 100

Note: Attempt all the questions.

Section – A

- Q.1** What is meant by barriers to communication? Explain different types of intrapersonal barriers. **(10)**
- Q.2** What is meant by oral communication? Discuss its advantages and disadvantages. How can oral communication skills be improved? **(10)**
- Q.3** What do you understand by written channel? Discuss its advantages and disadvantages. **(10)**
- Q.4** What are the essentials of business letters? **(10)**
- Q.5** What is postal life insurance scheme? Describe its salient features. **(10)**

Section – B

- Q.6** What is the role of the secretary? **(6)**
- Q.7** Define a resolution. How does it differ from a motion? What is the effect of a resolution as regards members? **(6)**
- Q.8** What are academic reports? Discuss its important parts. **(6)**
- Q.9** Discuss various steps in writing a précis. **(6)**
- Q.10** Discuss briefly different types of visual aids commonly used for business presentation. **(6)**

Section – C

- Q.11 Distinguish between the following:** **(10)**
- a) Formal and Informal Channels
 - b) Publicity and Public Relations
 - c) Adjournment and Postponement
 - d) Accounts Payable and Accounts Receivable
- Q.12 Write short notes on the following:** **(10)**
- a) Banking Letters
 - b) Press Advertisements
 - c) Disinvestment
 - d) Writing a Curriculum Vitae

Solved Answers

Answer 1: What is meant by barriers to communication? Explain different types of intrapersonal barriers. (ignoucollage.in)

About 250 words

The study and understanding of **barriers to communication? explain different types of intrapersonal barriers** represents a core analytical dimension within the subject. In academic inquiry, examining this topic involves analyzing its underlying principles, structural features, and functional mechanisms. A comprehensive perspective requires looking beyond surface definitions to understand how established theories and empirical observations interact to explain observable outcomes. By establishing clear definitions and contextual parameters, scholars and students can interpret relevant data accurately.

A systematic investigation into **barriers to communication? explain different types of intrapersonal barriers** reveals several vital characteristics and operational methods. First, it functions according to structured rules and standardized criteria that ensure consistency across varying scenarios. Second, it highlights the interdependence between foundational concepts and real-world execution, ensuring that theoretical frameworks directly support practical diagnosis and assessment. Third, careful classification of its components enables researchers to organize information logically, identify key variables, and apply systematic problem-solving steps.

In applied contexts and practical scenarios—particularly within the institutional, socioeconomic, and environmental context of India—the relevance of **barriers to communication? explain different types of intrapersonal barriers** becomes readily apparent. Public administration, educational institutions, corporate governance, and scientific research laboratories rely heavily on these foundational principles to address complex practical challenges. For example, implementing systematic standards and evidence-based methodologies allows organizations and decision-makers to optimize resources, enhance productivity, and achieve sustainable developmental goals.

In summary, a thorough mastery of **barriers to communication? explain different types of intrapersonal barriers** is essential for achieving complete conceptual clarity in this field. By synthesizing core theoretical frameworks with rigorous analytical classifications and real-world applications, learners develop a robust capacity for independent critical evaluation. This comprehensive approach provides the necessary groundwork for both high-level academic achievement and advanced professional practice.

Answer 2: What is meant by oral communication? Discuss its advantages and disadvantages. How can oral communication skills be improved? (ignoucollage.in)

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Answer 3: What do you understand by written channel? Discuss its advantages and disadvantages. (ignoucollage.in)

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Answer 4: What are the essentials of business letters? (ignoucollage.in)

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Answer 5: What is postal life insurance scheme? Describe its salient features. Section – B (ignoucollage.in)

About 250 words

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Answer 6: What is the role of the secretary? (6) (ignoucollage.in)

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Answer 7: Define a resolution. How does it differ from a motion? What is the effect of a resolution as regards members? (ignoucollage.in)

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Answer 8: What are academic reports? Discuss its important parts. (6) (ignoucollage.in)

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Answer 9: Discuss various steps in writing a précis. (6) (ignoucollage.in)

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Answer 10: Discuss briefly different types of visual aids commonly used for business presentation. (6) Section – C (ignoucollage.in)

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