

# CSSR & SRRM DEGREE & PG COLLEGE

(AUTONOMOUS)

UG (CBCS) REGULAR EXAMINATIONS, APRIL/MAY-2025

BA/BBA/B.Com/BSc Honours, SEMESTER-II

**Skill Course**

**BUSINESS WRITING**

(w.e.f. 2024-25 Admitted Batch)

**Time: 2 hrs.**

(No additional sheet will be supplied)

**Max. Marks: 50**

**I. Answer any FIVE of the following questions.**

**5x10= 50 M**

1. What is Effective Business Writing? Explain its importance.
2. What are the types of Business Writing?
3. Explain the uses of email.
4. What is a Memorandum? Explain its purpose and advantages.
5. Explain different types of Business letters?
6. How to create a Formal Letter?
7. What is a Business Report? Explain its purpose and importance.
8. What are the benefits of Formal Reports?
9. What is good content for Social Media?
10. What are the key differences between traditional business writing and writing content for websites?

