

Department of Art & Design

Assignment

Date: 25/09/2020

Course Details

Course Title: Business English

Module: 2

Total Marks: 50

Student Details

Name:

Student ID:

Note: **Plagiarized work is not acceptable.**

Q1. Define business letters. And explain its major kinds. Explain it with example.	Marks 10
Q2. Define speaking. What are the barriers in speaking?	Marks 10
Q3. What is extemporaneous delivery in presentation?	Marks 10
Q4. Define “Deciphering” and “Storing” in the listening process.	Marks 10
Q5. What is meant by consideration and correctness in message? Explain it with examples.	Marks 10