

Directorate of Distance Education  
Swami Vivekanand Subharti University  
I Year

# **BACHELOR OF COMMERCE**

**(B.COM)**

**B.COM/ASSIGN/ I/SEM/A-2021-22**

**Assignments**

**(For JUNE Academic Batch-2021-22)**

**B.COM-1, B.COM-2, B.COM-3, B.COM-4,**



**DIRECTORATE OF DISTANCE EDUCATION  
SWAMI VIVEKANAND SUBHARTI UNIVERSITY**

Subhartipuram, NH-58, Delhi-Haridwar-Meerut

By-Pass Road, Meerut– 250 005

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**Detail of Program**

Course Code	Name of Subject	Page No.
B.COM-1	English Communication	3
B.COM-2	Financial Accounting	4
B.COM-3	Business Organization and Management	5
B.COM-4	Business Communication	6

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Course Code : B.Com -1  
Course Title : English Communication  
Assignment No. : B.Com -1/ A-2021-22  
Maximum Marks : 15  
Words : 100 words

Attempt all questions.

All questions carry equal marks.

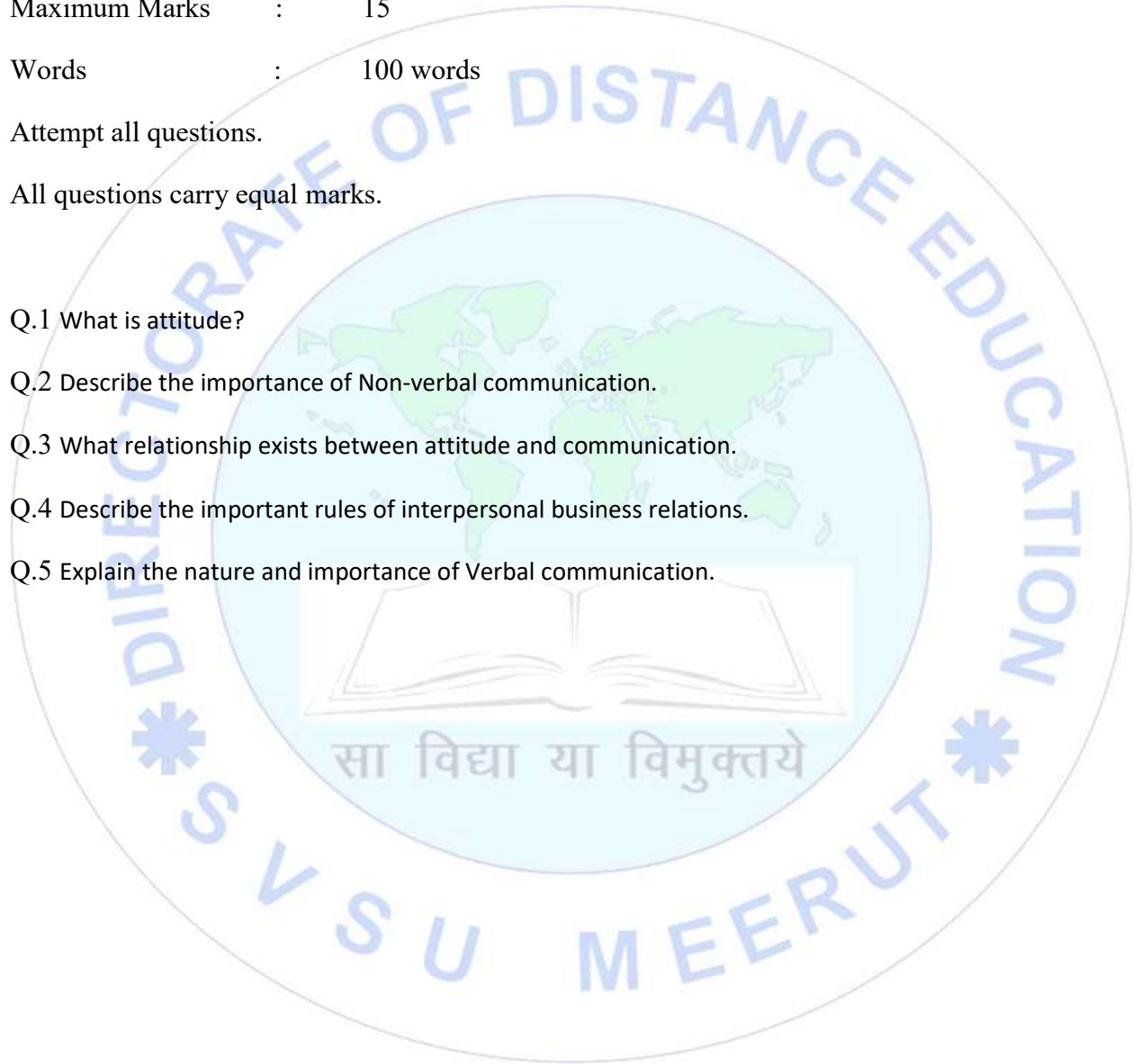
Q.1 What is attitude?

Q.2 Describe the importance of Non-verbal communication.

Q.3 What relationship exists between attitude and communication.

Q.4 Describe the important rules of interpersonal business relations.

Q.5 Explain the nature and importance of Verbal communication.



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Course Code : B.Com -2  
Course Title : Financial Accounting  
Assignment No. : B.Com -2/ A-2021-22  
Maximum Marks : 15  
Words : 200 words

Attempt all questions.

All questions carry equal marks.

Q.1 What do you understand by Double entry System?

Q.2 What is Trial Balance?

Q.3 Differentiate between ledger and journal entries.

Q.4 What is Depreciation?

Q.5 Explain the two methods of depreciation .

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Course Code : B.Com -3  
Course Title : Business Organization and Management  
Assignment No. : B.Com -3/ A-2021-22  
Maximum Marks : 15  
Words : 200 words

Attempt all questions.

All questions carry equal marks.

Q.1 What do you understand by the Group?

Q.2 Write the role and duties of a good leader?

Q.3 Define the motivation?

Q.4 Write its types and importance in management.

Q.5 Explain the types of group.

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Course Code : B.Com -4  
Course Title : Business Communication  
Assignment No. : B.Com -4/ A-2021-22  
Maximum Marks : 15  
Words : 200 words

Attempt all questions.

All questions carry equal marks.

Q.1 What do you mean by listening skills?

Q.2 Define the mock interview.

Q.3 What do you mean by active and passive listening skills?

Q.4 How does the listening help one in interviews?

Q.5 Write a short note on Business Communication.