**BBA Ist (IInd SEM)**

**ASSIGNMENT – 3**

**BUSINESS COMMUNICATION**

Q. 1. What do you mean by the term Business letters? Also explain the functions of business letter.

Q. 2. What are the different types of business letters ? Explain in detail.

Q. 3. What are the different parts or elements of a business letter? Explain in detail.

Q. 4. Write a letter to XYZ bank for opening a bank account

Q. 5 Draft a formal format of business letter.

Q. 6. Write a letter to Branch Manger of XYZ Bank for opening a bank account in the nearby branch.