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|  **logo_unec** **AZƏRBAYCAN DÖVLƏT İQTİSAD UNİVERSİTETİ** |
| **BEYNƏLXALQ İQTİSADİYYAT MƏKTƏBİ** |
| **BEYNƏLXALQ İQTİSADİYYAT (İNGİLİS DİLLİ) KAFEDRASI**Fənn: İşgüzar yazışmalar Müəllim: Əlifağa Ağayev Qrup: 1043 **İMTAHAN SUALLARI** |

1. What is the meaning of Business Correspondence?
2. Explain the help of business correspondence in maintaining proper relationship.
3. How to write proposals?
4. How to write professional memos?
5. What is the importance of business correspondence?
6. Explain why effective communication is important to your success in today’s business environment.
7. Explain accuracy, completeness, neatness qualities of business letters.
8. What is Business Enquiry Letter?
9. What is business letter and memo?
10. What is complaint letter? Under which situations is a complaint letter written?
11. What is the difference between Quotation and Business enquiry letter?
12. Explain 4 inner qualities of business letter.
13. What is Quotation Letter?
14. What is Recovery letter?
15. What is negotiation skills?
16. What is Order letter?
17. What is communications skills?
18. Write a business letter.
19. Write an invitation letter.
20. What are the essential parts of the business letter? Explain some of them.
21. Explain the outer qualities of business letter.
22. Explain the body of the business letters.
23. Write an apology letter.
24. Write a complaint letter.
25. What is the pitfalls of Email ?
26. Speaking with confidence.( The importance of public speaking)
27. How to communicate effectively ?
28. Communicating with customers.
29. Explain the five rules for effective listening.
30. What are the essential parts of the business letter? Explain some of them.
31. 21 –st century business language.
32. What is Internal correspondence ? ( The internal memorandum)
33. What is the electronic communication?
34. Writing online: websites, blogs and social networking.( What are the three C-s when writing online?)
35. What is the Email etiquette? ( The good, the bad and the ugly of email)
36. What is the secretarial and adminisrative correspondence?
37. What are the enquires and replies?
38. Explain the importance of General Business Correspondence.
39. Customer care online-( Customer care through the internet and email)
40. Explain the importance of interviews.( What is an interview, types of interview)
41. What is the written communication? ( The most dangerous form of communication) .
42. What is the Telephone communication?
43. What is the importance of of communication?
44. Explain what is the communication in education?
45. The importance of business correspondence?
46. What is the business transaction?
47. Write a Motivation letter? (Imagine that you are applying to a job)
48. Explain what is a Letter of aplication?
49. What is headhunting? (Write about its advantages and disadvantages)
50. What is the Telephone communication?
51. The importance of business correspondence?
52. What is an interview ? ( Types of interview)
53. Why do interview take place ?(What happens in an interview ?)
54. What leads to success in interview ? ( Do’s and dont’s of interview)
55. What employers are looking for ? (Providing proof that yoe are the right candidate)
56. What are the successful interview skills? (successful interview book)
57. Social media for communication .
58. The role of communication in Business .
59. International Business communication .
60. Global Communication in Business.
61. Modern Electronic Communication ( Positive and Negative impact)
62. Intercultural communication.
63. Organizational culture and communication .(Whatis organizational Culture?)
64. Major models of organizational culture.
65. Information and communications Technology (ICT) in organizations (Technology and the development of communication)
66. Organizational stucture and communication (Using new technology to support structural change)
67. Written communication in organizations.
68. Business writing ( Planning and organizing)
69. Interpersonal skills in action (Communicating face to face)
70. Building effective teams (How to develop effective teams and working groups?)
71. Challenges of Communication.
72. Business Communication and the world of English.
73. Communication: A Ladder to success.
74. The INTERNET and International Business.
75. What is the verbal communication ?