

**G 1318**

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Reg. No.....

Name.....

**FIVE YEAR INTEGRATED B.Com., LL.B. (HONOURS) DEGREE  
EXAMINATION, JUNE 2022**

**First Semester**

**FC 2—BUSINESS COMMUNICATION AND MANAGEMENT INFORMATION SYSTEM**

(2021 Admissions—Regular)

Time : Three Hours

Maximum : 75 Marks

**Part A**

*Answer any five questions.*

*Each question carries 3 marks.*

1. Distinguish between Formal and Informal Communications.
2. What do you mean by KINESICS ?
3. Illustrate a Full Block Form.
4. State the features of video Conferencing.
5. Define information and state your view that how information differ from Data.
6. Narrate the points to be considered while drafting a Partnership Deed.

(5 × 3 = 15 marks)

**Part B**

*Answer any three questions.*

*Each question carries 10 marks.*

7. Define MIS. Discuss the features and functions of Management Information System.
8. Recite the elemental features of a Circular letter with proper illustration.
9. Describe the features of Information Technology on communication.
10. What do you mean by Jargon ? How does the use of Jargon affect a business letter ?

(3 × 10 = 30 marks)

**Turn over**

**Part C**

*Answer any two questions.*

*Each question carries 15 marks.*

11. Define Communication. State the elements of Communication Process.
12. Describe the significance of different parts of a business letter.
13. Write an application for an accountant post to ABC Co. Ltd. Madurai using fake name and address.

(2 × 15 = 30 marks)