

B.Com., LL.B. (HONOURS) DEGREE EXAMINATION, MARCH 2020

First Semester

FC 2—BUSINESS COMMUNICATION AND MANAGEMENT INFORMATION SYSTEM

(2019 Admissions—Regular/2018 Admissions—Supplementary)

Time : Three Hours

Maximum : 75 Marks

Part A

*Answer any five questions.
Each question carries 3 marks.*

1. What is a "Circular Letter" ?
2. Narrate the techniques of "Video Conferencing".
3. What do you mean "Proxemics" ?
4. Explain the meaning of soft skill.
5. Define a "System".
6. Narrate the stages in "Online application".

(5 × 3 = 15 marks)

Part B

*Answer any three questions.
Each question carries 10 marks.*

7. Describe the characteristics of MIS.
8. Narrate the content of a partnership deed.
9. Discuss the different parts of a "Business Letter".
10. Explain the role of computers in modern communication system with special reference to I.T. technology.

(3 × 10 = 30 marks)

Part C

*Answer any two questions.
Each question carries 15 marks.*

11. Draft an application letter for the post of company secretary to Infotech Pvt. Ltd.
12. Define communication. Narrate its need. Also discuss the pros and cons of different types of communication.
13. What is Management Information System ? Discuss the role of MIS in decision making.

(2 × 15 = 30 marks)