

G 5331

Reg. No.....

Name.....

B.Com.,LL.B. (HONOURS) DEGREE EXAMINATION, JULY 2019

First Semester

FC 2—BUSINESS COMMUNICATION AND MANAGEMENT INFORMATION SYSTEM

(2018 Admissions—Regular)

Time : Three Hours

Maximum : 75 Marks

Part A

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

1. Define Information.
2. Give the features of good resume.
3. What is "Kinesics" ?
4. What do you mean by "Power of Attorney" ?
5. Briefly narrate the techniques of "Teleconferencing".
6. What is a "server" ?

(5 × 3 = 15 marks)

Part B

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

7. Discuss the recent trend of communication with reference to Information Technology.
8. Explain the parts and layout of a good business letter.
9. What is a collection letter ? Narrate the elements and different stages of collection letter.
10. Explain the role of MIS in decision-making.

(3 × 10 = 30 marks)

Part C

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

11. Define MIS. Discuss the characteristics and functions of MIS.
12. What is communication ? Explain the principles of effective communication system.
13. You have passed LL.B. and have been practising as an advocate for 3 years. Draft an application for the post of Legal advisor of Sai Manasam Pvt. Ltd.

(2 × 15 = 30 marks)