



QP CODE: 18103687

Reg No	:	
Name	:	

# **B.Com. DEGREE (CBCS)EXAMINATION, DECEMBER 2018**

## **First Semester**

## Complementary Course - CO1CMT03 - BUSINESS COMMUNICATION AND MIS

(Common to B.Com Model III Computer Applications, B.Com Model III Office Management & Secretarial Practice,
B.Com Model III Taxation, B.Com Model III Travel & Tourism)

2018 Admission only

8E5BDC6B

Maximum Marks: 80 Time: 3 Hours

#### Part A

Answer any ten questions.

Each question carries 2 marks.

- 1. What is Communication?
- 2. What is intra-personal communication?
- 3. What is press release?
- 4. What is a redressal letter?
- 5. What is quotations?
- 6. What is Partnership Deed?
- 7. What is an instrument?
- 8. What is a Telephone communication?
- 9. What is Video conferencing?
- 10. What is data processing?
- 11. What is systems approach in MIS
- 12. What is marketing Information system?

 $(10 \times 2 = 20)$ 

## Part B

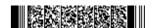
Answer any **six** questions.

Each question carries 5 marks.

- 13. What is Proxemics? Explain the concept of Proxemics.
- 14. What are the essentials of effective upward communication?
- 15. What are the objectives and importance of presentations?



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- 16. State the difference between resume and covering letter.
- 17. Draft a specific power of attoreny to appear before the sub-registrar for registration of documents.
- 18. Briefly explain the limitations of internet?
- 19. What are the various social media used for communication?
- 20. Explain the features of Information
- 21. Write a note on the relationship between MIS and decision making.

 $(6 \times 5 = 30)$ 

## Part C

Answer any two questions.

Each question carries 15 marks.

- 22. Explain the Process of Communication with a neat diagram.
- 23. What is formal report and briefly explain the structure of a formal report?
- 24. Draft a deed of partnership.
- 25. Explain the role of MIS in different management levels.

 $(2 \times 15 = 30)$ 

