



QP CODE: 23104681



23104681

Reg No : .....

Name : .....

**B.COM DEGREE (CBCS) REGULAR/IMPROVEMENT/REAPPEARANCE  
EXAMINATIONS, FEBRUARY 2023**

**First Semester**

**Complementary Course - CO1CMT03 - BUSINESS COMMUNICATION AND MIS**

(Common for all B.Com Model III Degree Programmes)

2017 Admission Onwards

6B730D49

Time: 3 Hours

Max. Marks : 80

**Part A**

*Answer any **ten** questions.*

*Each question carries **2** marks.*

1. What is inter-personal communication?
2. What is outward communication?
3. What is E-mail?
4. What is memorandum?
5. What is offer without engagement?
6. What do you mean by a deed?
7. What is an instrument?
8. What is Voicemail?
9. What is a twitter?
10. What is Data?
11. What is exception based information system?
12. What is transaction processing?

(10×2=20)

**Part B**

*Answer any **six** questions.*

*Each question carries **5** marks.*





13. Explain the characteristics of communication.
14. What is non-verbal communication? What are the types of non-verbal communication?
15. Write a solicited enquiry letter.
16. Draft a sample resume.
17. Draft a specific power of attorney to appear before the registrar of companies.
18. What are the various internet terminology?
19. Define Teleconferencing and what are the various forms of teleconferencing.
20. What are the features of TPS?
21. Write a note on the relationship between MIS and decision making.

(6×5=30)

**Part C**

*Answer any **two** questions.*

*Each question carries **15** marks.*

22. Explain the Process of Communication with a neat diagram.
23. What do you mean by a report and what are the characteristics of good report?
24. Draft a deed of partnership.
25. Explain the characteristics of an MIS.

(2×15=30)

