

Reg. No. :

Name :

**Third Semester B.Com. LL.B. (Five Year Integrated) Degree Examination,
October 2021**

**Paper I : BUSINESS COMMUNICATION AND MANAGEMENT
INFORMATION SYSTEM**

Time : 3 Hours

Max. Marks : 80

I. Explain **any five** of the following. Each question carries **2** marks. Answer should not exceed **50** words each.

1. Define communication
2. Who is receiver?
3. What is MIS?
4. What is ERP?
5. What do you mean by written communication?
6. What is BPO?
7. What is System?

(5 × 2 = 10 Marks)

II. Explain **any four** of the following. Each question carries **4** marks. Answer should not exceed **120** words each.

1. What are the functions of MIS?
2. Distinguish between data and information?

3. What is communication? What are its characteristics?
4. What is resume?
5. What are the features of System?

(4 × 4 = 16 Marks)

III. Explain **any four** of the following. Each question carries **6** marks.

1. Explain the drawbacks of internet.
2. Explain the components of MIS.
3. Explain the process of communication.
4. What is a formal communication? Explain advantages and disadvantages?
5. What is the role of MIS in an organization?

(4 × 6 = 24 Marks)

IV. Explain **any three** of the following. Each question carries **10** marks.

1. Explain verbal and non-verbal communication.
2. Explain the contents of resume. Prepare a resume for the post of an HR manager.
3. What is business letter? Explain its features.
4. Explain the basic subsystem of MIS.

(3 × 10 = 30 Marks)