



Reg. No. : .....

Name : .....

**Third Semester B.Com. LL.B. (Five Year Integrated)**

**Degree Examination, May 2017**

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

Time : 3 Hours

Max. Marks : 80

I. Answer **any five** of the following. **Each** question carries **2** marks : **(5×2=10 Marks)**

- 1) What do you mean by encoding ?
- 2) What is diagonal communication ?
- 3) What are statutory reports ?
- 4) What do you mean by ERP ?
- 5) What do you mean by Information ?
- 6) What do you mean by data redundancy ?
- 7) What is business report ?

II. Answer **any four** of the following. **Each** question carries **4** marks. **(4×4=16 Marks)**

- 1) Write any four characteristics of MIS.
- 2) Explain the components of DSS.
- 3) What are the qualities attributes of information ?
- 4) State the difference between verbal and non-verbal communication.
- 5) What is Transaction Processing System ?

III. Answer **any four** of the following. **Each** question carries **6** marks. **(4×6=24 Marks)**

- 1) What are the elements of communication ?
- 2) Explain the 6 Ps of presentation.



- 3) Explain the steps in Data Processing.
- 4) Explain the process of communication.
- 5) Write a letter to a candidate who has appeared for an interview and has been shortlisted to report.

IV. Answer **any three** of the following. **Each** question carries **10** marks. **(3×10=30 Marks)**

- 1) Explain the barriers to communication.
- 2) Explain different types of interviews.
- 3) Prepare a resume for applying for the post of Finance Manager in an MNC.
- 4) Discuss the multiple approaches to the structure of MIS.