

Reg. No. :

Name :

**Third Semester B.Com LL.B (FIVE YEAR INTEGRATED) Degree
Examination, October 2023**

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

(2013–2019 Admission)

Time : 3 Hours

Max. Marks : 80

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

1. Describe meeting.
2. Define communication.
3. Describe basic feature of written communication.
4. What are order letters?
5. Describe MIS.
6. How can the quality of information be maintained?
7. Describe ESS.

(5 × 2 = 10 Marks)

II. Explain **any four** of the following. Each question carries **4** marks.

Answer should not exceed 120 words.

8. What are the sources of information?
9. Describe the various contents of a resume.

P.T.O.

10. What are the essentials of oral communication?
11. What are written communication?
12. Explain the merits of written communication.

(4 × 4 = 16 Marks)

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

13. What are the measures required for overcoming barriers of communication?
14. Describe informal communication.
15. Is communication a two way process?
16. Describe ethics of communication.
17. Explain the concept convergence of information system.

(4 × 6 = 24 Marks)

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

18. Explain functional areas of information system.
19. What is the importance of media in communication?
20. Explain rote of MIS in business.
21. Describe in detail the MIS structure or framework

(3 × 10 = 30 Marks)