**SAINTGITS COLLEGE OF APPLIED SCIENCES**

**Internal Assessment Examination, October 2019**

**B.Com FirstSemester (Computer Applications& Taxation)**

**BUSINESS COMMUNICATION & MIS**

Total : 80 marks Name………………………

Time :3Hours Roll No ……………………

**Section A**

*Answer any 10 questions. Each question carries 2 marks.*

1.What is Haptics?

2.What is meant by Transactional Analysis?

3.What are periodic reports?

4. Define Resume.

5. What is Power of Attorney?

6.What is affidavit?

7. Define Archie.

8. Define decision support system.

9. What is TPS?

10. What is ERP?

11. Define Business communication.

12. What is meant by testimonial? **(10 X 2 = 20 marks)**

**Section B**

*Answer any 6 questions. Each question carries 5 marks.*

13. Explain channels of communication.

14. Describe the principles of effective communication.

15. What is Proxemics? Explain in detail.

16. What are the components of IT?

17.Mention the features of internet.

18. Define legal drafting. Explain importance of legal drafting.

19. Define Voice Mail? Explain its advantages.

20. Explain the essentials of good information system.

21. Mention some of the advantages of Teleconferencing? **(6 X 5 = 30marks)**

**Section C**

*Answer any 2questions. It carries 15marks.*

22. What is a business letter? What are the main parts of a business letter?

23. Explain in details barriers of communication and how to overcome barriers.

24. Prepare a partnership deed contents and samples.

25. Explain structure of MIS? **(2 X 15 = 30 marks)**

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***Scan QR code for the answer scheme***