Seat No.



## Kamala College, Kolhapur

(Autonomous)

B.C.A. (Part-I) (Semester-I)

Examination November, 2023.

NEP - 2020 Level - 5.0

**Business Communication - I** 

Subject Code: AEC 104

Day and Date: Saturday, 04/11/2023 Total Marks: 40

Time: 8.00 a.m. to 10.00 a.m.

Instructions:

1. Question 1 is compulsory.

2. Attempt any four questions from Que. No. 2 to Que.

3. Figures to the right indicate total marks.

## Q. 1. Multiple Choice Questions.

[8]

1. Communication is a part of ----- skills.

a. soft

c. hard

b. rough

d. short

2. Which of these points need not be mentioned in a notice?

a. Name

c. Address of company

b. Age

d. Date

3. In letter writing format, a title, "Dear Mr. Malhotra" is the best example of

a. introduction c. salutation

b. body

d. signed name

4. ---- is the person who notices and decodes and attaches some meaning to a message.

a. Receiver

c. Driver

d. Sender

d. No one

요 이 없는 사람들은 회장을 보면하면 하는 것이 되었다. 그는 사람들은 사람들은 사람들은 사람들은 사람들은 사람들은 사람들은 사람들은
5. 'With love' is used in which part of an informal letter?  a. Heading b. Closing d. Body  1. The factors that disrupt the communication.
a. Heading c. Opening
b. Closing d. Body
6 refers to the factors that disrupt the community
a. Nonsense c. Noise
b. Nowhere d. Nobody
7. Which of the following is not a feature of a notice?
a. Milluics
b. Time, date and place d. Agenda
8 context refers to the relationship between the sender and the
receiver.
a. Physical c. Cultural
h Chronological d Social
Q. 2. What is a communication? Describe the process of communication. [8]
크리 시스트 링크 관계(의원) 공항을 위한다면 한 회의 회사에 보고 있다면 보다 되었다면 보다 되었다면 보다 하는데 하는데 이번 사람이 되었다면 하는데 함께 되었다. 그리고 있었다.
Q. 3. Write a note on the characteristics of communication and its importance. [8]
[8]
Q. 4. What are the barriers to effective communication? [8]
Q. 5. Draft a notice, agenda and minutes of the 5 <sup>th</sup> Annual Meeting of Sharada
Q. 5. Draft a notice, agenda and fillinges of the 5 Fallican Fall on 4 <sup>th</sup> Cooperative Bank Ltd., Pune to be held at the Bank's Assembly Hall on 4 <sup>th</sup>
November, 2023 at 3:00 pm. imagine the business to be done. [8]
경에 다른 마음이 가득하다 살아난 경우를 보이지 않다고 하는 사람들이 되는 사람들이 하는 사람이 되었다고 하고 있습니다. 그 사람이 나를 하는 것이다.
Q. 6. Write a letter of complaint to the suppliers of scientific equipments stating
that equipments supplied are defective. Ask for a replacement as early as
possible or refund of payment within 3 days. [8]
possible of refund of payment within 5 mg
Q. 7. Write short notes. (Any two out of three) [8]
1. Write an email to the university office requesting to send you the
prospectus of Vocational Courses offered by it.
하는 것이 되는 아이들이 아이들은 그리고 하는 점점을 들었다. 그는 그는 그는 그는 그는 그는 그를 보고 있는 그를 보고 있다. 그를 가지 않는 것이 되었다.
2. Write a report to the Chairman about the damage done by fire explosion
And the means of carrying on business during rebuilding.

3. Written communication