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**SUBJECT CODE NO: - X - 3060**  
**FACULTY OF COMMERCE & MANAGEMENT**  
**B.Com F.Y (Sem. II)**  
**Examination March / April - 2023**  
**IT Application & Business**

[Time: 2:00 Hours]

[Max. Marks: 50]

Please check whether you have got the right question paper.

N. B

- 1) Question No. 1 is Compulsory.
- 2) Attempt any Three questions from Q No. 2 to Q. No. 6

Q1 A. Fill in the Blanks. 04

- 1) Communication is a nonstop \_\_\_\_\_.
- 2) Dunning letters are also called \_\_\_\_\_.
- 3) The internet is the biggest \_\_\_\_\_ in the world.
- 4) A report as per law and procedure is called \_\_\_\_\_.

B. Multiple Choice Questions. 04

- 1) The \_\_\_\_\_ is the person who transmits the messages.  
A) Receiver      B) Driver      C) Sender      D) Cleaner
- 2) Which of these is not used to conclude a business letter?  
A) Yours Faithfully      B) Yours Truly  
C) Yours Sincerely      D) With Kind Regards
- 3) A program that is used to view websites is called a \_\_\_\_\_.  
A) Browser      B) Web viewer      C) Spreadsheet      D) Word processor
- 4) Our Uniform is an model of \_\_\_\_\_ Communication.  
A) Verbal      B) Non Verbal      C) Written      D) Spoken

Q2 Define Communication? State it's Importance. 14

Q3 How to draft invitation and sending quotation? Explain in details placing order. 14

Q4 What is Computer Network? Brief the types of networks. 14

Q5 What is Electronic Communication? Explain types of networks. 14

Q6 Writer a short note: - ( Any two)

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1. Types of Communication
2. Social Networking sites
3. Oral Presentation