SUBJECT CODE NO:- C-3060
FACULTY OF COMMERCE & MANAGEMENT
B.Com F.Y. (Sem-II)
Examination November/December- 2022
IT Application & Business

[Time: 2:00 Hours]   **[Max. Marks:50]**

N.B   "Please check whether you have got the right question paper"

1) Q. No. I is compulsory
2) Attempt any three from Q.2 to Q.6

Q.1   A) Fill in the Blanks: 04

1) --------------Communication saves time.

2) -------------is an appropriate closing Phrase for a business letter.

3) The general purpose of Communicating through email. is --------------

4) A ----------------is a software program that runs on a networked computer.

B) Multiple choice Questions   04

1) Web browsers request pages from web servers by using a _____
   a) URL
   b) Encoding
   c) character
   d) Tag

2) Search Engine is used for _____
   a) Search Document
   b) Search Videos
   c) Download Software
   d) All of the above

3) Which of these must be avoided in any presentation?

    a) Proper grammar

    b) complex words

    c) short sentence

    d) clear voice

4) Which is the most popular Search engine?

    a) Firefox

    b) Yahoo

    c) Bing

    d) Google

Q.2   What do you mean by communication? Explain in detail the barriers of communication.   14

Q.3   What is Business Correspondence? Explain the features of Business Letter.   14

Q.4   Define Internet. Explain the need and types of Network.   14

Q.5   Define E-mail. Explain the importance and types of e-mail.   14

Q.6   write short Note on: 14

    1. Social Networking

    2. Verbal and Non-verbal Communication.