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FACULTY OF COMMERCE AND MANAGEMENT
B. Com (CBCGS)(Pattern-2018-22) F.Y SEM II
Examination April / May - 2024
Business communication & IT Application II

[Time: 2 Hours]

[Max. Marks: 50]

Please check whether you have got the right question paper.

N. B

- 1) Question No.1 is compulsory.
- 2) Solve any 3 from Q No. 2 to Q No. 6

Q.1 Solve the following sub questions.

A) Fill in blanks and rewrite the sentence 4

1. The word "Communication" derived from the Latin word _____
2. The correspondence between the individuals, departments, or branches of the same organization is called _____
3. A computer network is a set of connected _____
4. The communication which uses electronic media is called _____

B) Choose an appropriate alternative from the given multiple choices. 4

1. MIME stands for _____
 - a. Multipurpose Internet Mail Extensions
 - b. Multilevel Internet Mail Extensions
 - c. Multitasking Internet Mail Extensions
 - d. Multimarking Internet Mail Extensions
2. HTTP stands for _____
 - a. Hyper Task Transfer Protocol
 - b. Hyper Text Transfer Protocol
 - c. Hyper Train Transfer Protocol
 - d. Hyper Tension Transfer Protocol
3. The process of converting the symbols encoded by the sender is called ____

a. Decoding	b. Transforming
c. Enlarging	d. Hyperlinking



4. After receiving the letter of enquiry from a prospective buyer, the sellers supply the relevant information by writing a letter that is called _____
- a. Sales letter
 - b. Enquiry letter
 - c. Purchase order
 - d. Quotation letter

Q.2 Define Communication and explain its types? 14

Q.3 Invite the quotation from ABC Paper Mill, Aurangabad for XYZ Printing Press, Jalana of A4 size printing papers. 14

Q.4 State the advantages and disadvantages of computer networking? 14

Q.5 What is electronic communication? Explain its types? 14

Q.6 Write a short notes: (any two) 14

- a. E-Mail
- b. Social Media
- c. Barriers of Communication

