

Anjuman Islam Janjira Degree College of Science Murud-Janjira, Raigad-402401 Affiliated to University of Mumbai As per NEP 2020	
Class: -S.Y.B. Com (A& F)	Subject: AEC-Business communication skills
Semester: - IV	Course code: -
Exam Event: - Summer 2026 (FH)	Marks: 30 marks
Date: - 10/03/2026	Duration: - 1:00 hour

N.B:

- 1- All the questions are compulsory
- 2- figures to right indicators full marks



- Q1. Answer the following questions (Any 1)** **10**
- A. Explain format and process interview.
 - B. Discuss the types of interviews.
- Q2. Answer the following questions (Any 1)** **10**
- A. Define the notice of meeting.
 - B. Explain the drafting resolutions.
- Q3. Answer the following (Any 1)** **10**
- A. Justify the preparation and role of an interviewer.
 - B. Write letter of inquiry.