

Anjuman Islam Janjira Degree College of Science Murud-Janjira, Raigad-402401 Affiliated to University of Mumbai	
Class: -F.Y B.M.S	Subject: Business Communication Skill-I(AEC)
Semester:- I	Course code: -
Exam Event:- (SH) Winter 2024	Marks:- 30 Marks
Date: -25/11/2024	Duration: - 01:00 Hours

N.B. – 1- Attempt all Question from the given below.
2- All Question have internal choices.
3- Figures to the right indicate full marks.

Q.1 Attempt any one of the following. 10

- A) Express the Need and Process of Business Communication.
OR
B) Summaries the Method of Communication with the help of Suitable Example.

Q.2 Attempt any one of the following. 10

- A) Write an Application letter for the role of a financial analyst at XYZ Company on Unsolicited way.
OR
B) Classify the Parts and Layout of Business letter.

Q.3 Write Short Note. (Any Two) 10

- A. Discuss any two types of channel of communication.
B. E-Mail.
C. Business Correspondence.
D. How to write letter of Appreciation.