

Anjuman Islam Janjira Degree College of Science Murud-Janjira, Raigad-402401 Affiliated to University of Mumbai	
Class: -F.Y.B.Com (Management Studies)	Subject: Business Communication Skill-I (AEC)
Semester:- I Additional	Course code: -
Exam Event:- (FH) Summer 2025	Marks:- 30 Marks
Date: -21/04/2025	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) Explain the Importance and Types of Facebook.
- B) Express the Need and Process of Business Communication.

Q.2 Attempt any one of the following. 10

- A)Write the appreciation letter to the employee of ABC Company for their outstanding performance for development of company.
- B) Classify the Parts and Layout of Business letter.

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

- A. Types of Social Media.
- B. E-Mail.
- C. Business Correspondence.
- D. Upward Communication and Horizontal Communication.