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| <p style="text-align: center;"><b>Anjuman Islam Janjira Degree College of Science</b><br/> <b>Murud-Janjira, Raigad-402401</b><br/> <b>Affiliated to University of Mumbai</b></p> |                                                     |
| <b>Class: -F.Y B.A.F</b>                                                                                                                                                          | <b>Subject: Business Communication Skill-I(AEC)</b> |
| <b>Semester:- I</b>                                                                                                                                                               | <b>Course code: -</b>                               |
| <b>Exam Event:- (SH) Winter 2024</b>                                                                                                                                              | <b>Marks:- 30 Marks</b>                             |
| <b>Date: -25/11/2024</b>                                                                                                                                                          | <b>Duration: - 01:00 Hours</b>                      |

**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.