

Anjuman Islam Janjira Degree College of Science
Murud-Janjira, Raigad-402401
Affiliated to University of Mumbai

Class: -F.Y.B.Com (A&F)	Subject: AEC (Business Communication Skills-I)
Semester:- I	Course code: -
Exam Event:- (SH) Winter 2025	Marks: -30
Date: - 11/11/2025	Duration: - 01:00 Hours

- N.B. – 1 – All Questions are Compulsory.**
2 – All questions have internal choice.
3 – Figures to the right indicate full marks.



Q1. Answer one of the following questions

- A. What is communication Explain the process of communication? **10**
- B. Discuss the impact of technology advancement on communication **10**

Q2. Answer one of the following questions

- A. Draft an application letter for the post of Accounting Head to Reliance Digital, Navi Mumbai along with a Resume. **10**
- B. Draft a formal application letter for resignation from the post of Accountant at XYZ Pvt. Ltd., stating a valid reason and expressing gratitude. **10**

Q3. Short Notes (Any Two out of four)

- 10**
1. Social media
 2. Grapevine communication.
 3. Draft an email of networking job application
 4. Advantages of download communication