

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 Additional Exam	Course code: -
Exam Event:- FH Summer 2026	Marks: -30
Date: - 25-02-2026	Duration: - 01:00 Hours

- N.B. – 1 – Attempt Two questions from the given below.**
2 – All questions have internal choice.
3 – Figures to the right indicate full marks.



Q1. Answer one of the following questions

- A. Write advantages and disadvantages of grapevine communication? **08**
- B. Difference Between Oral Communication and Written Communication **07**

Q2. Answer one of the following questions

- A. Write an email applying for the post of Junior Accountant at ABC Finance Pvt. Ltd. Include a suitable subject line and a brief cover message highlighting your qualifications. **08**
- B. Draft a formal letter of appreciation to an employee for their outstanding performance and contribution to the company's annual audit. **07**

Q3. Short Notes (Any Three out of four) **15**

1. Process of communication
2. Types of social media.
3. Downward communication.
4. Draft an email of accepting a Job Offer