

301122

VCD/FYFMG

SEM 1

SUBJECT NAME-BC

2.30HRS

75MARKS

- 1.All questions are compulsory.
- 2.All questions carry equal marks.
- 3.Draw neat ,labelled diagrams wherever necessary.

Q.1 A) Fill in the blanks with suitable options .(any 8)

(8)

- 1.The physical and tangible components of computers are called
(hardware ,software, kinetic)
- 2.Business Ethics is part of theof business.
(business, encoding ,decoding)
- 3.Law does not allow people to profit by
(insurance ,signature ,feedback)
- 4.....is necessary for the smooth functioning of the organization.
(high morale ,low morale ,cryptic)
5. A curriculum vitae is commonly known as.....
(notice , bio data ,circular)
- 6.The head address consists of the
(sender ,receiver , listener)
- 7.Layout refers toof the letter.
(plan ,structure pattern)
- 8.July 6th,2011 isstyle of writing the date .
(American style ,Indian style ,British style)
- 9.....is time consuming.
(downward ,vertical ,upward)
- 10.Facsimile machine is called
(fax ,email ,letter

D. What are the advantages and disadvantages of upward communication? (7)

Q5. A. Draft a letter of job acceptance on behalf of Mr. Khanna for the post of Senior Supervisor in a multinational company. (8)

B. What is computer ethics? Write ten commandments of computer ethics. (7)

OR

Short Notes (Any 3) (15)

- a. Diagonal communication
- b. Verbal and non-verbal communication
- c. Feedback
- d. Purpose of listening
- e. Types of teleconference
- f. Improvement of communication skills

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