



**SAINTGITS COLLEGE OF APPLIED SCIENCES  
KOTTAYAM, KERALA**

**SAINTGITS**  
LEARN.GROW.EXCEL

**First Internal Examination, September 2023**

**Department of Commerce, Semester I**

**BUSINESS COMMUNICATION & MIS**

**Total: 40 marks**

**Time: 1.5 hours**

**Section A**

*Answer any 5 questions. Each question carries 2 marks.*

1. Define Communication.
2. What is meant by grapevine?
3. Explain Emotional Intelligence.
4. What is a Power of Attorney?
5. Define Document.
6. What is an Affidavit?

**(5 x 2 = 10 Marks)**

**Section B**

*Answer any 3 questions. Each question carries 5 marks.*

7. Discuss Oral Communication. Explain its advantages and disadvantages.
8. Explain Kinesics.
9. Explain the process of communication.
10. What is a Lease Deed? Explain its significance.

**(3 x 5 = 15 Marks)**

**Section C**

*Answer any 1 question. It carries 15 marks*

11. What are the barriers to communication? How can they be overcome?
12. Explain about the preparation of partnership deed.

**(1 X 15 = 15 Marks)**



*[Scan QR code for Answer Key]*