

Roll No.

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BCA-6
1st Year Examination, Calendar Batch 2017
Principle of Management
Business Communication

Time : 3 Hours]

[Max. Marks : 100

Note. (A) Attempt any **five** questions.

(B) Each question carries equal marks. (20*5)

SECTION-A
Principle of Management

- Q.1. What is the importance of decision making?
- Q.2. What are the factors to be considered to determine span of management?
- Q.3. Explain the role of computers in handling the information?
- Q.4. Explain about social responsibility of business manager.

SECTION-B
Business Communication

- Q.5. What do you understand by upward communication?
- Q.6. What are the essential of good business report?
- Q.7. Discuss the elements of an effective communication?
- Q.8. What are the components of a good speech?