

3. What are the barriers in Communication ? Describe in detail. 16

### Unit-II

4. Explain the cognitive Process of Listening. 16
5. Write short notes on : 2×8=16
- (a) Reading Skills
  - (b) Methods for effective listening

### Unit-III

6. Discuss the structure and layout of the Business Letters. 16
7. What is the difference between Notice and Circular ?  
What are the uses of these in business ? 16

### Unit-IV

8. Describe the different types of Business Reports. Also discuss the Purposes of Report Writing. 16
9. (a) What does it mean to Record Minutes of Meetings ?
- (b) Differentiate between Agenda and Issuing Notice. 2×8=16

57504

BBA 1st Semester (New Scheme) Examination,

February-2022

COMPUTER FUNDAMENTALS

Paper-BBAN-104

*Time allowed : 3 hours]*

*[Maximum marks : 50*

*Note : Attempt five questions in all, selecting one question from each unit. Question No. 1 is compulsory.*

1. Write short note on following : 10
- (a) Computer
  - (b) Binary Number
  - (c) Operating System
  - (d) Computer applications in offices

**Unit-I**

2. Describe the major components of a digital Computer. 10
3. Define Input device. Explain five examples of it. 10

**Unit-II**

4. What is Binary Arithmetic ? Define various arithmetic operations in binary number system. 10

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[P. T. O.]