

**NGM COLLEGE (AUTONOMOUS) POLLACHI
END-OF-SEMESTER EXAMINATIONS: DECEMBER-2022**

B.Com-Finance**MAXIMUM MARKS: 70****V SEMESTER****TIME: 3 HOURS****PART III****EXECUTIVE COMMUNICATION & INFORMATION SECURITY****SECTION – A****(10 X1 = 10 MARKS)****ANSWER THE FOLLOWING QUESTIONS****MULTIPLE CHOICE QUESTIONS****(K1)**

1. Communication is a _____

(a) One way process	(b) Two way process
(c) Three way process	(d) four way process
2. Which of the following is not part of a cover letter?

(a) Salutation	(b) Return address
(c) Reference	(d) Close
3. When was the Banking correspondent scheme launched by RBI?

(a) 2002	(b) 2005	(c) 2001	(d) 2006
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4. A browser is an HTTP _____.

(a) Client	(b) Server	(c) Agent	(d) Principal
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5. Which of the following is the least secure method of authentication?

(a) Key card	(b) Finger print	(c) Retina pattern	(d) Password
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ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES**(K2)**

6. Define communication.
7. Explain Free On Rail (FOR).
8. List the types of banking correspondence.
9. Expand TC & IP.
10. Why is one time password safe?

(CONTD.....2)

SECTION – B**(5 X 4 = 20 MARKS)****ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS. (K3)**

11. a) Discuss the importance of effective communication for a business organisation.
(OR)
b) What are the needs of Communication?
12. a) What are the features of a good sales letter?
(OR)
b) Explain the procedures to be followed while drafting a collection letter.
13. a) Discuss the essential features of bank correspondence.
(OR)
b) Describe the essential features of a letter from an agent.
14. a) List the types of attack in information security.
(OR)
b) Explain the internet connection protocols.
15. a) Clarify the facts of e-commerce security protocols.
(OR)
b) Write a note on Intrusion detection system and Prevention system.

SECTION – C**(4 X 10 = 40 MARKS)****ANSWER ANY FOUR OUT OF SIX QUESTIONS.****(16TH QUESTION IS COMPULSORY AND ANSWER ANY THREE QUESTIONS FROM Q.NO: 17 TO 21)****(K4) OR (K5)**

16. Explain in detail the various types of Communication.
17. What are the barriers to communication?
18. Explain the Various terms used in Quotation.
19. List the various kinds of marine policies.
20. Describe the types of information in security threats
21. Explain the e-commerce security weaknesses & attacks.