



# TAMIL NADU OPEN UNIVERSITY

Chennai - 15

School of Management Studies

SPOT ASSIGNMENT

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PROGRAMME – BBAM – I YEAR	COURSE CODE	BATCH
BUSINESS ENGLISH	BBAEG	CY 2016

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Time: 1 Hour

Total Marks: 25

**Part – A (2 x 5 = 10 Marks)**

**Answer any two questions. Each question carries equal marks.**

1. Draft a Letters from requesting Catalogue . Price List.
2. List out the advantages of Circular Letters.
3. Short notes on (a) Local Area Network (LAN) (b) Wide Area Network (WAN)  
(C) World wide Web (WWW)

**Part – B (1 x 15 = 15 Marks)**

**Answer any one question.**

4. Define Communication. Explain various types of Communication.
5. Describe the steps involved in Business Report Writing.



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PROGRAMME – BBAC – I YEAR	COURSE CODE	BATCH
PRINCIPLES OF MANAGEMENT	BBAC- 11	CY 2017

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Time: 1 Hour

Total Marks: 25

### Part – A (2 x 5 = 10 Marks)

Answer any two questions. Each question carries equal marks.

1. Explain the importance of Planning.
2. Points of difference between Formal and Informal Organisations.
3. What are the various elements involved in the process of Communication?

### Part – B (1 x 15 = 15 Marks)

Answer any one question.

4. What is the Taylor's Contribution the Management Thoughts? Explain its nature, merits and criticisms.
5. Explain the factors that determine Span of Control.



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PROGRAMME – BBAC – I YEAR

COURSE CODE

BATCH

BUSINESS MATHS &  
STATISTICS

BBAC- 12

CY 2017

Time: 1 Hour

Total Marks: 25

### Part – A (2 x 5 = 10 Marks)

Answer any two questions. Each question carries equal marks.

1. Verify  $(A-B) \times C = (A \times C) - (B \times C)$  to the following

$$A = \{1,2,3\} \quad B = \{3,4,5\} \quad C = \{5,6,7\}$$

2. Calculate the medium of the following data compiled from the traders in your area.

Sales (1000 Rs. )	0-10	10-20	20-30	30-40	40-50
No.of Traders	5	7	12	18	8

3. What do you mean by Mean Deviation? Explain its merits and demerits.

### Part – B (1 x 15 = 15 Marks)

Answer any one question.

4. The sum of three members is 20. If we multiply the first by 2 and add the 2<sup>nd</sup> number and subtract the third, we get 23. If we multiply the first by 3 and add second and third to it, we get 46, find the numbers.

5. Find the standard deviation of the following series.

Age	20-25	25-30	30-35	35-40	40-45	45-50
No.of Persons	170	110	80	45	40	35



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PROGRAMME – BBAC – I YEAR

COURSE CODE

BATCH

FUNDAMENTALS OF  
COMPUTERS

BBAC- 13

CY 2017

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Time: 1 Hour

Total Marks: 25

**Part – A (2 x 5 = 10 Marks)**

Answer any two/ questions. Each question carries equal marks.

1. List ant the Internal and External Commands of DOS.
2. How to more a folder of file to a disk drive A?
3. What is Clipart and Autos shape?

**Part – B (1 x 15 = 15 Marks)**

Answer any one question.

4. What is meant by computer? Explain different types of computers.
5. Explain Keying Data.