



TAMIL NADU OPEN UNIVERSITY

Chennai - 15

School of Management Studies

SPOT ASSIGNMENT

PROGRAMME – BBAM – I YEAR

COURSE CODE

BATCH

BUSINESS ENGLISH

BBAEG

AY 2017-18

Time: 1 Hour

Total Marks: 25

Part – A (2 x 5 = 10 Marks)

Answer any two questions. Each question carries equal marks.

1. List out the components of a Business Letter.
2. Draft a letter from a customer asking bank for overdraft facilities.
3. What are the steps involved in Business Report Writing?

Part – B (1 x 15 = 15 Marks)

Answer any one question.

4. Explain the objectives and functions of Sales Letters and draft a model Sales Letter.
5. List out the Modern Means of Communication and their functions.



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PROGRAMME – BBAC – I YEAR	COURSE CODE	BATCH
PRINCIPLES OF MANAGEMENT	BBAC- 11	AY 2017-18

Time: 1 Hour

Total Marks: 25

Part – A (2 x 5 = 10 Marks)

Answer any two questions. Each question carries equal marks.

1. Differentiate between Policies and Procedures.
2. What are the factors determining Span of Supervision?
3. Explain the steps involved in Control Process.

Part – B (1 x 15 = 15 Marks)

Answer any one question.

4. Discuss the significance of Organizational Structure and explain the different types of Organization Structure.
5. Explain the factors and principles of Direction.



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PROGRAMME – BBAC – I YEAR

COURSE CODE

BATCH

BUSINESS MATHS &
STATISTICS

BBAC- 12

AY 2017-18

Time: 1 Hour

Total Marks: 25

Part – A (2 x 5 = 10 Marks)

Answer any two questions. Each question carries equal marks.

1. $A = \{1,2,3,4,5\}$ $B = \{3,4,6,7\}$ $C = \{3,5,6,7\}$ Verify the Distribution law.
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	50&Above
No.of Traders	5	7	12	18	8	5

3. A Panel of two judges has rated seven beauty queen contestants and assigned ranks as follows:

Contestant	K	L	M	N	O	P	Q
Rank by Judge 1	1	3	5	2	4	6	7
Rank by Judge 2	3	2	4	1	6	5	7

Calculate the rank correlation co-efficient

Part – B (1 x 15 = 15 Marks)

Answer any one question.

4. $A = \begin{vmatrix} 1 & -1 & 1 \\ -3 & 2 & -1 \\ -2 & 1 & 0 \end{vmatrix}$ $B = \begin{vmatrix} 1 & 2 & 3 \\ 2 & 4 & 6 \\ 1 & 2 & 3 \end{vmatrix}$ Compute AB and BA

5. Find the Trend Line the following data.

Year	Hostel Consumption
1991	3512
1992	3472
1993	3464
1994	3174
1995	2969
1996	2960
1997	2715
1998	2460
1999	2300
2000	2334
2001	2250
2002	1960



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PROGRAMME – BBAC – I YEAR

COURSE CODE

BATCH

FUNDAMENTALS OF
COMPUTERS

BBAC- 13

AY 2017-18

Time: 1 Hour

Total Marks: 25

Part – A (2 x 5 = 10 Marks)

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

1. What are the uses of Internet Explorer?
2. How to create a mail merge?
3. What are the Tabs available in Format Cells Dialog Box?

Part – B (1 x 15 = 15 Marks)

Answer any one question.

4. Describe the functions of Input and Output Devices.
5. Explain running a Slide Show on Screen.