



# TAMIL NADU OPEN UNIVERSITY

Chennai - 15

## School of Management Studies

### ASSIGNMENT

Programme Code No :161  
Programme Name :BBAC  
Course Code & Name: BBAEG – BUSINESS ENGLISH  
Batch : AY 2018-19  
No.of Assignment : 1  
Maximum Marks : 100  
Weightage : 25%

#### **Part – A (4 x 10= 40 Marks)**

**Answer the following in 200 words each. Each questions carries 10 marks.**

1. What are the qualities of a good business letter?
2. Write a short notes on Offers and Quotations
3. Write out the Communication Process.
4. Explain the contents of Enquiry letter.

#### **Part – B (2 x 30 = 60 Marks)**

**Answer any two of the questions given below in 1000 words each.**

1. Discuss the various types of communication.
2. Draft a letter expressing inability to execute on order, owing to the decision to stop the stock of a particular variety, and offering substitute.
3. Explain the components of a business letter.



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### ASSIGNMENT

Programme Code No :161  
Programme Name :BBAC  
Course Code & Name: BBAEG – BUSINESS ENGLISH  
Batch : AY 2018-19  
No.of Assignment : 2  
Maximum Marks : 100  
Weightage : 25%

#### **Part – A (4 x 10= 40 Marks)**

**Answer the following in 200 words each. Each questions carries 10 marks.**

1. List out the reasons for complaints.
2. What do you mean by circular letters?
3. Explain the stages in writing collection letters.
4. Explain the essential characteristics of Bank Correspondence.

#### **Part – B (2 x 30 = 60 Marks)**

**Answer any two of the questions given below in 1000 words each.**

1. Explain the purpose and elements of a good letter of complaint.
2. Explain the objectives of a Sales letter, functions of a sales letter, and parts of a Sales Letter.
3. Write a letter of inquiry from a customer regarding the opening of current account.



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Programme Code No :161  
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Course Code & Name: BBAEG – BUSINESS ENGLISH  
Batch : AY 2018-19  
No.of Assignment : 3  
Maximum Marks : 100  
Weightage : 25%

#### **Part – A (4 x 10= 40 Marks)**

**Answer the following in 200 words each. Each questions carries 10 marks.**

1. Draft a request of cover against fire.
2. Draft a letter requesting a director to attend a Board Meeting.
3. Explain company secretary and his duties.
4. Explain Import Procedure.

#### **Part – B (2 x 30 = 60 Marks)**

**Answer any two of the questions given below in 1000 words each.**

1. Describe the computer based forms of communication.
2. Explain the layout of a resume and write a specimen of your resume.
3. Define Business Report. Explain steps involved in Business Report writing.



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### ASSIGNMENT

Programme Code No :161

Programme Name :BBAC

Course Code & Name: BBAC – 11& PRINCIPLES OF MANAGEMENT

Batch : AY 2018-19

No.of Assignment : 1

Maximum Marks : 100

Weightage : 25%

#### **Part – A (4 x 10= 40 Marks)**

**Answer the following in 200 words each. Each questions carries 10 marks.**

1. What are the levels of Management?
2. List of the 14 principles of Management?
3. What are the difference between Policies and Objectives?
4. What are the steps in decision making?

#### **Part – B (2 x 30 = 60 Marks)**

**Answer any two of the questions given below in 1000 words each.**

1. Discuss the evolution of management theories.
2. Analyses the various kinds and levels of Planning.
3. What is Decision making? Explain the decision making process?



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### ASSIGNMENT

Programme Code No :161

Programme Name :BBAC

Course Code & Name: BBAC – 11& PRINCIPLES OF MANAGEMENT

Batch : AY 2018-19

No.of Assignment : 2

Maximum Marks : 100

Weightage : 25%

#### **Part – A (4 x 10= 40 Marks)**

**Answer the following in 200 words each. Each questions carries 10 marks.**

1. What are elements of Delegation of Authority?
2. Differentiate centralization and de-centralization.
3. List out the steps involved in Control Process.
4. Explain the barriers of communication?

#### **Part – B (2 x 30 = 60 Marks)**

**Answer any two of the questions given below in 1000 words each.**

1. Explain the steps in Manpower Planning and Selection process.
2. Discuss the various types of budgets in detail.
3. Identify and explain the mode techniques of Managerial Control.



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### ASSIGNMENT

Programme Code No :161  
Programme Name :BBAC  
Course Code & Name: BBAC – 12 & BUSINESS MATHS & STATISTICS  
Batch : AY 2018-19  
No.of Assignment : 1  
Maximum Marks : 100  
Weightage : 25%

#### Part – A (4 x 10= 40 Marks)

Answer the following in 200 words each. Each questions carries 10 marks.

1. Write note on type of frequency distribution.
2. What are the types of Diagrams?
3. Verify De – Morgan's laws.
4. What are the Types of Matrices?

#### Part – B (2 x 30 = 60 Marks)

Answer any two of the questions given below in 1000 words each.

1. Explain the types of Data and their merits and demerits.
2. Show that the matrix

$$A = \begin{pmatrix} 2 & -1 & 1 \\ -1 & 2 & -1 \\ 1 & -1 & 2 \end{pmatrix} \quad \text{satisfy the equation}$$

$$A^3 - 6A^2 + 9A - 4I = 0 \quad \text{hence find } A^{-1}$$

3.  $A = \{1,2,3,4,5\}$      $B = \{3,4,6,7\}$      $C = \{3,5,6,7\}$  verify the Distribution law

$$A \cap (B \cap C) = (A \cap B) \cap (A \cap C)$$



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### ASSIGNMENT

Programme Code No :161  
Programme Name :BBAC  
Course Code & Name: BBAC – 12 & BUSINESS MATHS & STATISTICS  
Batch : AY 2018-19  
No.of Assignment : 2  
Maximum Marks : 100  
Weightage : 25%

#### Part – A (4 x 10= 40 Marks)

Answer the following in 200 words each. Each questions carries 10 marks.

1. Find the number of years at which money will triple itself at 4% year.
2. Find the derivative of  $\frac{\log X}{X^2}$
3. Find the mode for the following data set which gives the shoes size for a particular class of 40 students.

Size of the Shoe	7	8	9	10	11	Total
No.of Students	12	21	6	-	1	40

4. The mark data of a class of 100 students is presented below Find out the average.

Marks	0 -10	10-20	20-30	30-40	40-50
No. of students	10	15	25	30	20

#### Part – B (2 x 30 = 60 Marks)

Answer any two of the questions given below in 1000 words each.

1. The sum of three numbers 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.
2. Find maximum and minimum values of the function  $Y = x^4 + 2x^3 - 3x^2 - 4x - 2$
3. Calculate the median 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



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Batch : AY 2018-19  
No.of Assignment : 3  
Maximum Marks : 100  
Weightage : 25%

#### Part – A (4 x 10= 40 Marks)

Answer the following in 200 words each. Each questions carries 10 marks.

1. Compute the first and third quartiles for the following data and also the Quartile Deviation and its co-efficient.

Marks	30	40	50	60	70	80
No. of students	4	7	15	8	7	2

2. Calculate the standard deviation from the data below.

Size of the item	3.0	4	5	6	7	8	9
Frequency	3	7	20	41	31	10	5

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

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

Calculate the rank correlation co-efficient.

4. Explain the classification of Index numbers.



**Part – B (2 x 30 = 60 Marks)**

**Answer any two of the questions given below in 1000 words each.**

1. A sample of 100 students mark in a particular subject drawn from TNOU is given below. Compute the Mean Deviation.

Marks obtained	No. of Students
30-34	5
35-39	8
40-44	12
45-49	20
50-54	27
55-59	20
60-64	8

2. The following table presents a sample data relating to number of study hours spent by students and their scores in examination find the least square regression line.

Sampled Student	Hours of Study	Exam Grade
1	20	64
2	16	61
3	34	84
4	23	70
5	27	88
6	32	92
7	18	72
8	22	77

3. Following table shows the prices of Wheat and Rice over a period of time. Construct a simple aggregate price index number.

Year	Commodity Price	
	Wheat	Rice
1961	554	427
1962	559	430
1963	673	622
1964	692	576



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Programme Code No :161  
Programme Name :BBAC  
Course Code & Name: BBAC – 13 & FUNDAMENTALS OF COMPUTERS  
Batch : AY 2018-19  
No.of Assignment : 1  
Maximum Marks : 100  
Weightage : 25%

## **Part – A (4 x 10= 40 Marks)**

**Answer the following in 200 words each. Each questions carries 10 marks.**

1. Draw a block diagram of computer.
2. How to move a folder or file to A disk drive A?
3. What is meant by system software?
4. List out the features of Word Processors.

## **Part – B (2 x 30 = 60 Marks)**

**Answer any two of the questions given below in 1000 words each.**

1. Explain the central processing unit.
2. Explain about DOS and its Commands.
3. How will you start word in your PC?



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### ASSIGNMENT

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Course Code & Name: BBAC – 13 & FUNDAMENTALS OF COMPUTERS  
Batch : AY 2018-19  
No.of Assignment : 2  
Maximum Marks : 100  
Weightage : 25%

#### **Part – A (4 x 10= 40 Marks)**

**Answer the following in 200 words each. Each questions carries 10 marks.**

1. What is excel used for?
2. What is clipart and auto shape?
3. What are the steps involved in creating a chart?
4. What are the parts of Presentatiory?

#### **Part – B (2 x 30 = 60 Marks)**

**Answer any two of the questions given below in 1000 words each.**

1. What are the tabs available in format cells dialog box?
2. How to align formal and spell check a text?
3. Explain running a slide show on screen.