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Shree Damodar College of Commerce & Economics, Margao-Goa  
FY B.Com, Semester- I, Semester End Examination (OA-38) November 2023  
Business Documentation (COM 144, NEP-2020)

Duration: 1 Hours

Total Marks: 20

**Instruction:**

1. Question No. 1, Q.2A, Q.2B, Q3.A, Q.4A and Q.5A is Compulsory.
2. Q. No. 2 to Q. No. 5 should be written in approximately 40 words.
3. Figures to the right indicates maximum marks.

Q1. Define the following terms: (1X 4=4)

- a. Profit
- b. Voucher
- c. Budget
- d. Quotations

Q2. A. Write a short note on Business Proposal. (1X2=2)

Q2.B. Give any four examples of public limited companies in India. (1X2=2)

Q3. A. State and explain any four features of Business. (1X2=2)

Q3. B. Differentiate between Debit note and Credit note. (1X2=2)

OR

Q3. C. Summarize Privacy and Data Security issues in business documentation (1X2=2)

Q4. A. Distinguish between Public and Private Limited Company (1X2=2)

Q4.B. Explain the need for a business proposal? (1X2=2)

OR

Q4.C State any four types of use of digital platforms in business documentation. (1X 2=2)

Q5. A. List out the structure of E-mail. (1X2=2)

Q5.B. Illustrate any two points of Maker & Checker concept. (1X2=2)

OR

Q5.C. Explain any two types of Business Proposal. (1X2=2)