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B.Com. 1

CORE CONCEPT OF

BUSINESS MANAGEMENT & COMMUNICATION

1. **INTERNET** is the super highway where all the information can be received or transferred without any boundaries is called internet. It is the link to connect with the world.

BENEFITS OF INTERNET

1. Open to all
2. No boundaries
3. Easily get information
4. Sharing information with everyone

2. **INTRANET** is the link which is come under the internet where the particular portal or website which is used by the particular organization. It is link of particular information, sharing or transfer the information with in a group. There is an boundaries and open to only group of people who are working in the organization.

BENEFITS OF INTERNET

1. Easily connect with the group of people.
2. Exchange information in a group
3. Boundaries to external party.

3. **Email** is the electronic mail or it is the electronic post office. It mean convey the written material through medium and get immediate response from the receiver.

BENEFITS OF E-MAIL

1. Immediate transfer the written documents.
2. Exchange all the written materials i.e. graphics, images, text, documents.
3. Immediate response



4. VIDEO-CONFRENCING means convey the messages or information through face to face communication without presence in that place. It is electronic medium which help to save time as well as distance to conduct the meeting, conference session in an organization.

BENEFITS OF VIDEO-CONFRENCING

1. Face to Face communication
2. Save time, distance and money
3. Immediate response

5. TELE-CONFRENCING means to deliver the information through voice by the help to mobile phone. One person can connect many receivers in a same time with the help of conferencing techniques. Easily connected and same information at a same time to connected people.

BENEFITS OF TELE-CONFRENCING

1. Easily connect to many people
2. Immediate get feedback
3. Easily link with receiver

6. SMS means (Short Messaging Services) it is tool which used by the mobile phone at the time of emergency, deliver the information in short messages. It is also help to convey short information at any time or anywhere.

BENEFITS OF SMS

1. Use at time of emergency
2. Connected at any time or anywhere
3. Easily convey the information in short way

UNIT V

QUESTION 1:- Define the meeting, objectives, venue of meeting and leading meeting?

ANSWER: - A committee of group of people specially designated to perform some administrative act, if function only as a group and require the free interchange of idea among its member.

Meeting is most popular method of interactive communication. It facilitates direct face to face communication and essential at various levels in all organization.

OBJECTIVE OF MEETING

1. To inform and explain the information
2. To understand situation
3. To get feedback
4. To exchange idea
5. To resolve conflict and conclusion.



PLANNING OF MEETING

A well planned meeting starts with an agenda. Business can never to waste time due to poorly structure meeting. As such it is upon the person calling the meeting to plan all aspects including the agenda and where meeting attendees will sit. There are some important point which help to make an effective meeting session.

1. Make sure meeting objective are clear and concise.
2. Choose the right meeting location- one with right number, size, and shape of meeting rooms.
3. Invite only the people who need to attend.
4. Set meeting agenda.
5. Evaluate the meeting or event after its over.

VENUE OF MEETING

A venue is the place where event or meeting is happening. Venue is derived from the Latin word i.e. “come” and it is place people come to. Under the venue there are so many sub points which is necessary to arrange systematically, these arrangements are as follows:-

- a. Convenience of the place
- b. The size of the room. It should not be too large or too small.
- c. The seating arrangements and the availability of extra seats if needed
- d. The lighting, heating and ventilation.
- e. Any visual aid required and their proper use.
- f. The need of name plates or name tag
- g. The handling of messages.

Note: - It is the chairman’s responsibility to begin and end the meeting on time. It is the responsbilty of attendees to arrive on time.