

**Goa Vidyaprasarak Mandal's**  
**GOPAL GOVIND POY RAITURCAR COLLEGE OF COMMERCE AND ECONOMICS**  
**FARMAGUDI, PONDA – GOA**  
**B.COM. UGC-CCFUP (SEMESTER-I) Intra Semester Assessment (ISA-I)-Test AUGUST 2024**  
**COM-144 - BUSINESS DOCUMENTATION**

**Time: 30 Minutes**

**Marks: 05**

*Instruction.*

- 1) All questions are compulsory*
- 2) Figures to the right indicates maximum marks*

Q1) What is a business Plan? (CO1) (BL 1) (1 mark)

Q2. a) Why is it essential for entrepreneurs to develop a business plan? (CO1) (BL2) (2 marks)

**OR**

b) Explain any two digital platforms used in business communication and documentation. (CO1) (BL2) (2 marks)

Q3. a) Explain the significance of file sharing and collaboration. (CO1) (BL2) (2 marks)

**OR**

b) Explain any two potential risks associated with privacy and security. (CO1) (BL2) (2 marks)

---

---