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RB-1712

First Year B. B. A. (Sem. II) Examination

April/May - 2010

Communication Skills - II

Time : Hours]

[Total Marks :

Instructions :

(1)

नीचे दशांश देव निशान्नीवाणी विगतो उतरवडी पर अवश्य कपनी. Fillup strictly the details of signs on your answer book.	Seat No. :
Name of the Examination :	<input type="text"/>
<input type="text" value="F. Y. B. B. A. (Sem. 2)"/>	<input type="text"/>
Name of the Subject :	<input type="text"/>
<input type="text" value="Communication Skills - 2"/>	<input type="text"/>
Subject Code No. : <input type="text" value="1"/> <input type="text" value="7"/> <input type="text" value="1"/> <input type="text" value="2"/>	<input type="text" value="Student's Signature"/>
Section No. (1, 2,.....): <input type="text" value="Nil"/>	

(2) Indicate clearly the options you choose.

(3) Figures to the **right** indicate marks.

1 Do as directed :

7

- Give synonym of : beautiful.
- Collaboration (choose the correct meaning from the options)
 - instruct a device or a system
 - working with someone for a special purpose
 - a particular area of study
- It _____ very hot yesterday.
(use the correct form of 'to be')
- mr. shenoy is visiting chennai.
(use capital letters wherever necessary)
- Find out the root word of : engineering
- Write the full form of : LIC
- You should be aware _____ your abilities.
(insert a suitable preposition)

2 Answer briefly any **three** of the following :

9

- How does the Net help patients?
- Why are some authors nicknamed 'doomsayers'?
- What do you mean by 'generation' when you talk about computers?
- Describe the birth of the Internet.
- Explain Impress.

- 3** Write short notes on any **three** of the following : **18**
- (i) Editing
 - (ii) Telephonic messages
 - (iii) Feedback in Communication
 - (iv) Thesaurus, Lexicon and Encyclopedia
 - (v) Receiver oriented barriers to communication
- 4** (a) Draft the minutes of the meeting of the Executive Committee of Sun Pharmaceuticals Ltd., Ahmedabad. **9**
- OR**
- (b) One of the plants of Lunar Steel Co. Pvt. Ltd., accidentally caught fire yesterday. Draft a report as the head of the plant to be submitted to the Chairman of the company informing him about the damage caused by the fire. **9**
- 5** (a) Draft a speech to be delivered as the chief guest on the inauguration of a sports club for the workers of a company. **9**
- OR**
- (b) As the head of an MBA department, you have been requested to address the students of a BBA college to encourage them to pursue further studies. Draft a suitable speech. **9**
- 6** (a) Draft a letter of application in response to an advertisement for the post of a civil engineer in a construction company. **9**
- OR**
- (b) Draft a letter resigning from the post of a clerk in M/s Shah Sons Advocate's firm. **9**
- 7** (a) Mr. Nair is the head of the HR Department. Mr. Pandya is a fresh graduate. Develop an interview dialogue between the two for the post of a Sales Executive. **9**
- OR**
- (b) Develop a dialogue between Mr. Raheja, Lecturer in a college and Mr. Kamal, the General Secretary of the same institute discussing the importance of students' participation in sports activities. **9**