



SB-1362

**First Year B.B.A. (Sem. - II) Examination**  
**March/April - 2011**  
**Communication Skills - II**  
*(New Course)*

Time : 3 Hours]

[Total Marks : 70

**Instructions :**

(1)

नीचे दृष्टावेक निशान्नीवाणी विगतो उत्तरवडी पर अवश्य लखवी.  
Fillup strictly the details of signs on your answer book.

Name of the Examination :  
F. Y. B.B.A. (Sem. - 2)

Name of the Subject :  
Communication Skills - 2 (New)

Subject Code No. : 1 3 6 2 Section No. (1, 2,.....): NIL

Seat No. :

Student's Signature

- (2) Indicate clearly the options you choose.  
(3) Figures to the right indicate marks.

1 Answer in brief any **three** of the following : **9**

- (a) What are the limitations of amateur research ?  
(b) Explain parental pressure and its negative effect on Judith's talents with reference to 'Shakespeare's Sister'.  
(c) What kind of clothes did Chandu put on one day ? Why was he insulted for it ?  
(d) Give a description of 'Silky Bob'.  
(e) Why was Shamrao popular with the tribals ?

2 Do as directed : **5**

- (i) She sang it so \_\_\_\_\_.  
(Insert the adverb of 'beautiful')
- (ii) Everyone will agree with me that Shital is a smart girl.  
(Identify the adjective)
- (iii) This property belongs \_\_\_\_\_ my closest friend.  
(Use an appropriate preposition)

- (iv) Ketans uncle is a good teacher  
(Punctuate the sentence wherever necessary)
- (v) Give an antonym of : amateur
- 3** Attempt any **two** of the following : **14**
- (a) Discuss how you can make use of telephone effectively for making business calls.
- (b) You have been invited to inaugurate a book-fair. Draft a suitable speech for the occasion.
- (c) Explain how you should conduct yourself during an interview.
- 4** Answer any **two** of the following : **14**
- (a) Prepare a job application in response to an advertisement for the post of a Project Supervisor in Raheja Constructions Ltd., Surat.
- (b) Draft a letter to be sent to a candidate inviting him/her to an interview for the post of an Assistant Manager.
- (c) Prepare a letter on behalf of Ayan Technologies, Surat to be sent to a candidate offering the post of a Marketing Manager.
- 5** Attempt any **four** of the following : **28**
- (a) Draft the Notice and Agenda of the Annual General Meeting of Paras Chemicals Ltd., Vapi.
- (b) Discuss the significance of goals and explain the difference between Dreams and Goals.
- (c) Explain the importance of Assertiveness in enhancing your personality.
- (d) Explain procrastination and the ways to avoid it.
- (e) What is the role of convener in conducting meetings ?
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