



SB-1366

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

Time : 3 Hours]

[Total Marks : 70

Instructions :

(1)

नीचे दृश्यावले निशानीवाणी 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 (Old)

Subject Code No. : 1 3 6 6 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 Do as directed : 7

- (a) Find out the adjective in the following sentence :
'Smart people learn from experience'.
(b) My mother _____ food at this moment.
(Use the correct form of the verb, 'prepare')
(c) Find out the root word of International
(d) Give the meaning of the word : Manually
(e) Write the full form of : FCI
(f) Diciplin (Correct the spelling)
(g) You must meet me _____ 8.00 o'clock.
(Insert a suitable preposition)

2 Answer briefly any **three** of the following : 9

- (a) What is IMPRESS ?
(b) Why was the necessity for E-business felt ?
(c) How does the Net help the relatives of patients ?

- (d) What is dyslexia ?
- (e) How were the computer programmes written in the 60's ?
- 3** Write short notes on any **three** of the following : **18**
- (a) Receiver-Oriented barriers to communication
- (b) Thesaurus, Lexicon and Encyclopedia
- (c) Use of visual aids in presentation
- (d) SQ3R Method of Reading
- (e) Feedback in communication
- 4** (a) Draft the minutes of the statutory meeting of Soham **9**
Manufacturing Co. Ltd., Rajkot.

OR

- (b) As the Senior Manager of Sahaj Super Store you have **9**
been asked to find out the possibility of starting a new store
in a developing area of your city.. Draft a report to be
submitted to the Managing Director.
- 5** (a) You have been invited to inaugurate a diamond-jewellery **9**
exhibition. Draft an appropriate speech for the occasion.

OR

- (b) You have attended a seminar on 'Usefulness of Computers **9**
for Students'. Draft a vote of thanks for the seminar.
- 6** (a) Draft an application to be sent along with a detailed **9**
resume for the post of a Sales Representative in Keshav
Chemicals Ltd., Ahmedabad.

OR

- (b) Draft a letter on behalf of Mr. Ajit Varma, a civil engineer **9**
resigning from his post in Surabhi Constructions Ltd.,
Surat.

- 7 (a) Ms. Ankita wants to become a Radio Jockey. She is seeking advice from her brother Ritesh. Draft a conversation between the two. **9**

OR

- (b) Prepare a dialogue between Mr. Piyush Shah, the Principal of a college, and Mr. Ankur Pandya, the General Secretary, discussing the Annual Cultural Programme that is going to be held in the college. **9**