



**K-3522**

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

**October / November – 2012**

**Communication Skills - II**

Time : Hours]

[Total Marks : 70

**Instructions :**

(1)

નીચે દર્શાવેલ નિશાનીવાળી વિગતો ઉત્તરવહી પર અવશ્ય લખવી. Fillup strictly the details of signs on your answer book.	Seat No. :
Name of the Examination :	<input type="text"/>
<input type="text" value="First Year 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="3"/> <input type="text" value="5"/> <input type="text" value="2"/> <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
- Find out the adverb in the following sentence :  
"In spite of his injuries, he danced well".
  - The rays of the sun take eight minutes – the earth. (Use the infinitive of 'reach').
  - Find out the root word of : manually.
  - Give the meaning of the word 'program'.
  - Write the full form of WHO.
  - Coloboretion (correct spelling mistake if any)
  - The Chairman with all the directors, is present \_\_\_\_\_ the meeting.  
(Insert an appropriate preposition)

- 2 Answer briefly any three of the following : 9
- What do you mean by E-commerce ?
  - Why is the Internet referred to as the seventh continent ?
  - Explain dyslexia.
  - How were computer programmes written in the 60's ?
  - What does a fitness studio offer its customers ?

- 3 Write short notes on any three of the following : 18
- (i) Noise
  - (ii) Corrective Feedback
  - (iii) Elements of a good presentation
  - (iv) Note taking
  - (v) Essentials of good listening.
- 4 (a) Draft the minutes of the statutory meeting of Unique Communications Pvt. Ltd. Mumbai. 9
- OR**
- (b) As the Personnel Manager of Divya Industries Ltd. Vapi, you have been appointed to investigate the demands of the workers for a rise in wages and canteen and transport facilities. Write a report to the Chairman incorporating your findings and recommendations. 9
- 5 (a) Draft a speech as the Chairman to be delivered at the Annual General Meeting of the company. 9
- OR**
- (b) You have been invited as the chief guest at the prize distribution ceremony of a college. Draft a suitable speech for the occasion. 9
- 6 (a) Harshal Software Pvt. Ltd. Vadodara needs a project supervisor. The candidate must have at least 5 years' experience. Draft an application in response to an advertisement for the same. 9
- OR**
- (b) Draft a letter of interview to a candidate on behalf of Reliable Finance Ltd. Surat. Also mention whether the candidate will be given any T.A./D.A. 9
- 7 (a) Mr. Sinha is the Managing Director in a company and Mr. Yadav is the Union leader. Prepare a dialogue between the two discussing the problems of the workers. 9
- OR**
- (b) Prepare a dialogue between the principal of a college and the General Secretary, discussing the importance of students' involvement in social activities. 9