



UA-3522

Seat No. _____

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

March / April – 2012

Communication Skills - II

Time : Hours]

[Total Marks :

Instructions :

(1)

नीचे दर्शावेक निशानीवाणी विगतो उत्तरवही पर अवश्य कर्तवी. 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="3"/> <input type="text" value="5"/> <input type="text" value="2"/> <input type="text" value="2"/>	<input type="text"/>
Section No. (1, 2,.....): <input type="text" value="Nil"/>	<input type="text"/>
	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

- (1) Discuss the condition of women in the sixteenth century society as described by Virginia Woolf.
- (2) What was the reaction of the village elders when Chandu put on the clothes of a doctor one day ?
- (3) Discuss the twist in the story After Twenty Years.
- (4) Which is the field that is most promising for an amateur ? Why ?
- (5) Describe the incident of the petition-writer as expressed in 'Dear as the Moen'.

2 Do as directed.

5

- (1) When the fire broke out, he acted so _____. (Use the adverb of Courageous)
- (2) The food she prepared was very _____. (Insert a suitable Adjective)

- (3) This book is _____ no use for children. (Insert appropriate preposition)
- (4) Ketans father is an MBBS (Punctuate the sentence)
- (5) Give antonym of : Real.
- 3** Attempt any two of the following : **14**
- (1) Explain how we can use telephone effectively for business communication ?
- (2) Draft a conversation between Miss Sharma, the G.S. of a college and Mr. Pandya, the principal, where they are discussing the arrangements of Annual Cultural Programme of the college.
- (3) Discuss the factors one should keep in mind while preparing for an interview.
- 4** Answer any two of the following. **14**
- (1) Royal Finances, Ahmedabad, have advertised for the post of Finance Manager. Draft a detailed resume to be sent for the post.
- (2) Mr. Ramesh Patel wants to resign from the post of a clerk in a school. Draft a letter of resignation on his behalf.
- (3) Draft a letter to be sent to a candidate offering the post of a project supervisor in Sun Pharma Pvt. Ltd. Vapi.
- 5** Answer any four of the following. **28**
- (1) Draft the minutes of the Annual General Meeting of Sheridan Insurance & Finance Ltd, Surat.
- (2) Discuss the significance of goals to individuals.
- (3) Comment on various time-wasters and ways to overcome them.
- (4) Discuss the factors that can make one confident.
- (5) Explain the role of a convener in conducting meetings.
-