

**1908000103010002**  
**EXAMINATION DECEMBER 2024**  
**BACHELOR OF COMMERCE (NON-NEP)**  
**(THIRD SEMESTER)**  
**WRITTEN AND SPOKEN COMMUNICATION - III**

[Time: As Per Schedule]

[Max. Marks: 50]

**Instructions:**

**1. Fill up strictly the following details on your answer book**

- a. Name of the Examination : **BACHELOR OF COMMERCE (NON-NEP) (THIRD SEMESTER)**
  - b. Name of the Subject : **WRITTEN AND SPOKEN COMMUNICATION - III**
  - c. Subject Code No : **1908000103010002**
2. Sketch neat and labelled diagram wherever necessary.
  3. Figures to the right indicate full marks of the question.
  4. All questions are compulsory.

Seat No:

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Student's Signature

**Q.1 Answer briefly: (ANY FIVE)**

**10**

- 1) How is listening and understanding from another person's point of view important for a manager?
- 2) How do individual habits help or hinder working in teams?
- 3) What do you understand by emotional intelligence?
- 4) What are the characteristics of an assertive person?
- 5) Why is it important to update one's knowledge and skills?
- 6) Explain the proverb: "Listen a hundred times; ponder a thousand times; speak once."
- 7) What are the skills required to work in a team?

**Q.2 (a) Draft a dialogue on ANY ONE of the following situations: 7**

- (i) Jignesh thanks the director of his company for his New Year gift. Draft a dialogue.

**OR**

- (ii) Shravan has to leave for Delhi urgently. He requests his cousin Ritesh to book his ticket.

- (b) Understanding our emotions and those of others is very useful in developing effective communication skills. Do you agree? Justify your answer with examples. 7**

**OR**

- (b) Recall a moment in your life when you achieved some success or victory. Narrate that experience to exemplify assertive skills. 7**

**Q.3 (a) Write a review of a horror film you saw last month. 8**

**OR**

- (a) Write a review of a historical book you have recently read. 8**

- (b) Draft a News Report on 'Inauguration of the Bharat Mandapam (Delhi)' to be published in a newspaper. 8**

**OR**

- (b) You are the secretary of your college administrative board. Write an official report addressed to the board regarding the proposal to relocate the recreation centre to another part of the college campus mentioning site of relocation, the advantages and disadvantages of relocation, the costs involved, the time taken, and other relevant factors. 8**

**Q.4 Do as directed: 10**

- 1) Add prefix to: social
- 2) Add suffix to: urgent
- 3) Write a word using the suffix: ness

- 4) He was asked to \_\_\_\_\_ the news to the rest of the people.  
(communicate/converse)  
(Use the appropriate word from the bracket to fill the blank)
- 5) Manan says he has been feeling very tired \_\_\_\_\_ (late/lately)  
(Use the appropriate word from the bracket to fill the blank.)
- 6) We require \_\_\_\_\_ in advance for all goods purchased.  
(Use the noun form of 'pay'.)
- 7) It is perfectly \_\_\_\_\_ to feel nervous before the first interview.  
(Use the adjective form of 'nature')
- 8) She walked \_\_\_\_\_ back to her room. (Use the adverb form of 'slow'.)
- 9) You can \_\_\_\_\_ the air with a filtration system. (Use the verb form of 'pure'.)
- 10) This is \_\_\_\_\_ favourite pen. (Use the appropriate form of 'she'.)

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