

2008000106010002
EXAMINATION OCTOBER 2024 (ATKT EXAM)
BACHELOR OF COMMERCE (SIXTH SEMESTER)
WRITTEN & SPOKEN COMMUNICATION SKILLS

[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 (SIXTH SEMESTER)**
 - b. Name of the Subject: **Written & Spoken Communication Skills**
 - c. Subject Code No: **2008000106010002**
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 does an effective understanding of professionalism help in performing one's job satisfactorily and successfully?
2. What can you do to expand your business and earn more profits?
3. How do you balance your personal relationships with your duties?
4. Why do some professionals behave unprofessionally sometimes?
5. What does a person think about himself and the world who has just retired from a job?
6. How do good leader keep motivated throughout their lives?
7. What is positivity?

Q.2 A. Write dialogue on situations given below (Any one)

7

- i. The members of a Youth Club are planning to honour their outgoing secretary. They talk about the arrangements that have to be made.
- ii. Sudha gives instructions to her son who is making a short visit to their village.

- B. i. In a paragraph of 150 words write on the plight of aged people in our country.

7

OR

- ii. Write about a teacher who has influenced you in a positive way apart from your academic studies. What are some of the qualities you feel he/she had that made him/her good leader in the classroom? **7**

Q.3 A. i. Draft notice and agenda of the meeting of the Mahila Club of Rajkot. **9**

OR

- ii. Draft Minutes of the first meeting of the Board of Directors of Aadhya Petro Chemical Industries Pvt. Ltd. **9**

B. i. Prepare a presentation of five slides on the Use of Artificial Intelligence in learning. **9**

OR

- ii. Prepare a presentation of five slides on any one skill you studied in Sem- VI **9**

Q.4 A. Give meaning of the following phrasal verbs and make meaningful sentences. **4**
(Any two)

1. Come across 2. Pass on 3. Make up 4. Put down

B. Give meaning of the following idioms and make meaningful 4 sentences. **4**
(Any two)

1. Jump on the bandwagon 2. Hard to swallow
3. Left-handed compliment 4. Kangaroo court
