

1908000103010002
EXAMINATION FEBRUARY -MARCH 2024
BACHELOR OF COMMERCE (THIRD SEMESTER)
CORE COMPULSORY COURSE IN ENGLISH
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 (THIRD SEMESTER)**
 - b. Name of the Subject: **CORE COMPULSORY COURSE IN ENGLISH 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.
5. Indicate clearly the options you attempt.

Seat No:

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Student's Signature

Q.1 Answer briefly: (ANY FIVE)

10

- 1) Why is it important to listen?
- 2) When a team is divided on certain issues, how will you bring about unity among the team members?
- 3) Why do employers give importance to the emotional intelligence of their employees?
- 4) What personal qualities can help you achieve assertive behaviour?
- 5) What are the different sources you can use to acquire knowledge?
- 6) Explain the proverb: "A single tree cannot make a forest."
- 7) What is a team?

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

7

- (i) The phone rings in the office of a college. The office clerk receives the call and takes down the message for the principal. Draft the dialogue.

OR

- (ii) Meena speaks to Mr Rajesh Shah and asks for his son Chirag. Draft a dialogue.

(b) It is important to develop the ability to work as a team in order to function efficiently in the workplace. Discuss with examples. **7**

OR

Learning skills include traits like humility, awareness of one's limitations, generosity, willingness to risk failure, and curiosity. Explain with examples. **7**

Q.3 (a) Write a review of a patriotic film you have watched recently. **8**

OR

Write a review of a romantic novel you have recently read. **8**

(b) Draft a News Report on 'Atmanirbhar Bharat Campaign' to be published in a newspaper. **8**

OR

You are the secretary of your college administrative board. Write an official report addressed to the board regarding the proposal to upgrade the computer lab of the college mentioning the necessity for upgradation, the advantages and disadvantages of upgradation, the costs involved, the time taken, and other relevant factors. **8**

Q.4 Do as directed: 10

1. Add prefix to: movable
2. Add suffix to: astonish
3. Write a word using the suffix: able
4. The child leaped into the air with _____ (joy/happiness) (Use the appropriate word from the bracket to fill the blank)
5. His book paints a _____ picture of the prospects for peace. (sad/gloomy) (Use the appropriate word from the bracket to fill the blank.)
6. Jatin took a course to learn about car _____ (Use the noun form of 'maintain'.)
7. As human beings, each one of us should have a _____ life. (Use the adjective form of 'purpose')
8. The narrator left the bank _____. (Use the adverb form of 'fearful'.)
9. Employees must _____ competence in certain skills before they can work independently. (Use the verb form of 'demonstration'.)
10. Your handwriting is better than _____ (Use the appropriate first person pronoun.)
