

2008000104010002
EXAMINATION FEBRUARY-MARCH 2024
BACHELOR OF COMMERCE (FOURTH SEMESTER)
WRITTEN AND SPOKEN COMMUNICATION SKILL- IV
LEVEL 1

[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 (FOURTH SEMESTER)**
 - b. Name of the Subject : **WRITTEN AND SPOKEN COMMUNICATION SKILL- IV LEVEL 1**
 - c. Subject Code No : **2008000104010002**
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:

--	--	--	--	--	--	--

Student's Signature

Q.1 Answer the questions briefly: (Any Five)

10

1. How can you improve your problem-solving skills?
2. What are the steps taken by a candidate before a job interview?
3. What does a job application contain?
4. Mention the skills that help one to be an adaptable person.
5. What role does facial expression play in non-verbal communication?
6. Why do you think many official messages fail to communicate the intended meanings to the recipients?
7. What are the various occasions for writing official letters?

- Q.2 A]** **7**
- a) Your little sister has cleaned up her room. Draft a conversation between you and your sister appreciating her work.

OR

- b) A teacher wants to return her students' belongings that they had brought to the college for an exhibition. Construct a dialogue.

- B]** **7**
- a) Write a paragraph of 150 words about the importance of adaptability skills

OR

- b) "Words may show a man's wit, but actions his meaning." Write in a paragraph of 150 words emphasizing the fact that words alone are not enough to communicate effectively.

- Q.3 A]** **8**
- a) Imagine that you are facing an interview for the post of a journalist. Anticipate about 7 to 8 questions and write down your responses

OR

- b) You are an interviewer, conducting an interview of a cricketer who won man of the match award in the inter district cricket tournament. Write a transcript of the interview consisting of seven to eight questions you ask a cricketer and his responses

- B]** **8**
- a) Draft a resume for the following advertisement:
Join our team as a Financial advisor and help clients achieve their financial goals. If you have expertise in financial planning and a commitment to providing excellent client service, apply now to make a difference in people's lives

OR

- b) Prepare a curriculum vitae (CV) for the post of a secretary in a multi-national company.

Q.4 Do as directed (Any Ten)

10

1. She must have known very well we are not kind _____ business that does cheap repairs. (Insert a suitable preposition)
2. Skavinski suffered from the vomito. He gave all the quinine to poor people. (Combine the sentence with an appropriate conjunction)
3. She said, "Will you go home?" (Change the sentence into indirect speech)
4. The captain said to me, "Bravo! You have played well." (Change the sentence into indirect speech)
5. The boss noticed the mistake. (Make it interrogative)
6. The field trip is on Friday. (Frame the question using 'when')
7. The chair is broken. (Make it interrogative)
8. This is a good company and it does not give casual leave to its employees. (Correct the sentence)
9. Could you advice me, please? (Correct the sentence)
10. I am having a red Maruti car. (Correct the sentence)
11. The committee is reviewing the proposal. (Change the voice)
12. Environmental issues should be urgently addressed by the government. (Change the voice)
