

2008000106010002
EXAMINATION FEBRUARY-MARCH 2024
BACHELOR OF COMMERCE (SIXTH SEMESTER)
WRITTEN & SPOKEN COMMUNICATION SKILLS
-VI- 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 (SIXTH SEMESTER)**
 - b. Name of the Subject : **Written & Spoken Communication Skills-VI-LEVEL 1**
 - 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

- i) How do business houses build their reputation through reliability?
- ii) List four qualities of a good leader?
- iii) How will a person who has had to dismiss an employee think about himself, his job and the world?
- iv) What is optimism?
- v) How can you achieve balance between duty and personal life?
- vi) How do you deal with a colleague from the opposite sex?
- vii) What is professionalism?

Q.2 A. Write dialogue on situations given below (Any one) 7

- i) Shashidhar asks Aabha about her husband's retirement plans.
- ii) Reeti has done very well in the entrance test for admission to MBA. Her friend congratulates her.

B. i) In a paragraph of 150 words write what happens to aged people when they are cut off from their families for various reasons, including loss of their children and wealth. 7

OR

ii) In a paragraph of 150 words write about someone who had to face a lot of hardships in their professional life but managed to make the best of a bad situation with a positive attitude. 7

Q.3 A. i) Draft notice and agenda of the meeting of the Sports Club of your town. 9

OR

ii) Draft Minutes of the Annual General Meeting of the Anant Pharmaceuticals Pvt. Ltd. 9

B. i) Prepare a presentation of five slides on Leadership Skills. 9

OR

ii) Prepare a presentation of five slides on launching a new electronic product. 9

- Q.4** A. Give meaning of the following phrasal verbs and make meaningful sentences. (Any two) **4**
1. Pass by 2. Pay off
3. Resort to 4. Look at
- B. Give meaning of the following idioms and make meaningful sentences. (Any two) **4**
1. give the benefit of the doubt 2. in one's good books
3. dog days 4. ask for the moon
