

B.B.A. Semester - 1 (CBCS) Examination
Nov./Dec. -2018 (New Course)
COMMUNICATION SKILLS IN ENGLISH – 1 (FOUNDATION)

Time: 2:30 Hours**Marks: 70****Instructions:**

1. All questions are compulsory.
 2. Figures to the right indicate marks.
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Que-1 Give answer in one line. (Any ten) (10)

- (1) What are the Basic Elements of Communication?
- (2) Name the types of Communication.
- (3) Name the two types of business report writing method.
- (4) Name the types of verbal communication.
- (5) What is communication?
- (6) Give the name of levels of communication.
- (7) Where do you live? In which District?
- (8) How many tenses are there?
- (9) Which is your favorite book? Name the writer of it.
- (10) How many parts of speech are there?
- (11) Which are two methods of writing dates in a letter?
- (12) Name the types of non verbal communication. (Any two)

Que-2 Answer any three questions in brief. (15)

- (1) Importance of English in 21st century.
- (2) Describe the nature and process of communication.
- (3) What is the importance of feedback in communication?
- (4) Discuss the steps or solution to overcome the barriers to communication.

Que-3 Write dialogues in brief based on the given conversational situations. (Any two) (15)

- (1) In an Interview, you give your personal information.
- (2) Megha finds a new job in Rajkot and is about to move there. She doesn't want her friendship with Princy to drift apart. She wants to keep in touch.
- (3) Abhishek and Sonali discussed about their favorite movie.

Que-4 (a) You are a principal of 'Princy primary school'. Place an order for computer based learning materials, CDs, DVDs and E-dictionaries. Ask your suppliers 'Hitesh Infotech' Baroda for immediate dispatch. (07)

OR

As a secretary of the students union of your college, draft a letter to an Event management company inquiring about their service packages on the Evening of the Golden Jubilee, celebration of your college.

- Que-4 (b) A committee has been appointed to investigate the financial position of a company. Draft the committee's report. (08)

OR

On behalf of the Jagruti textiles Co. Ltd., Porbandar, write a report of selection of a suitable building for the proposed new offices.

- Que-5 (a) Fill in the gaps with correct forms of tenses. (05)

- (1) I _____ a novel now. (to read)
- (2) The rain _____ before I reached home. (start)
- (3) Rucha _____ pani-puri daily. (to Eat)
- (4) Neha _____ her studies last year. (to complete)
- (5) Mahesh _____ not _____ hard. (to work)

- Que-5 (b) Identify the underlined parts of speech. (05)

- (1) Which dress do you want?
- (2) Mona is my best friend.
- (3) Ramila is a kind lady. she is pretty.
- (4) Child laughs cheerfully.
- (5) I like books and sports.

- Que-5 (c) Fill the gaps by choosing the proper word from the options. (05)

- (1) Those people _____ fond of music. (am, is, are)
- (2) Please, _____ my proposal. (Accept, Except)
- (3) Don't worry, I am _____. (alright, all right)
- (4) We should be aware of _____ topics. (currant, current)
- (5) Wow! This is an amazing _____. (cite/site/sight)
