

B.B.A. Semester - 3 (CBCS) Examination**Oct/Nov. -2018****PERSONALITY DEVELOPMENT & COMMUNICATION SKILLS (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 (a) Write A short Note on Any One. (10)
1. My Financial Career.
 2. Albert Edward Foreman
 3. Nathu.
- Que-1 (b) Explain Any Two references. (10)
1. 'You are one of Pinkerton's men, I suppose.'
 2. 'I do not know you, and have nothing to forgive you for.'
 3. 'I haven't even received my regular pay.'
 4. 'And besides, if you will I'll show you my sore toe.'
- Que-2 Answer the following questions. (Any Two) (10)
1. What prevents the narrator from telling the manager his purpose clearly?
 2. How does Mrs. Bhushan interpret Mrs. Srivastava's statement?
 3. What problems does Albert face in his career?
 4. Is Tom afraid of Aunt Polly? Give reasons for your answer.
- Que-3 (a) Attempt Any One Letter. (10)
1. Draft a Complaint Letter regarding Late delivery of Electronic Items you ordered for your showroom to the Sales Manager of Bosamiya Traders, S.P. Road, Surat.
 2. Draft an Adjustment Letter in response to complaint for Late delivery of Electronic Items from your regular Dealer.
- Que-3 (b) Attempt Any One Press Release. (10)
1. Draft a Press Release on behalf of Hindustan Insurance Company providing details of various attractive insurance policy offers for Government Employees.
 2. Draft a Press Release on behalf of Principal, Vikas Institute of Management for successfully organizing 'Blood Donation Camp' in the college.
- Que-4 (a) Fill in the blanks with the help of Modal Auxiliaries given in the bracket. (10)
1. Your _____ be in the class by 8:00 a.m.
(1) Can (2) Might (3) Should
 2. Passenger _____ carry one ID Proof while travelling.
(1) Must (2) Can (3) Will
 3. Sir, _____ I have permission for two days leave?
(1) Must (2) May (3) Could
 4. Athlete _____ run slowly in the race compared to previous one.
(1) Could (2) Can (3) Should
 5. _____ You speak a language of Marathi?
(1) Would (2) May (3) Can
 6. Sachin _____ hit the ball very harshly.
(1) Shall (2) Would (3) Should
 7. Please don't refresh PC. It _____ take few seconds for restart.
(1) Could (2) Must (3) May

8. They will _____ to finish their work before deadline.
(1) Need (2) Has (3) Have
9. How _____ you to touch my bag without permission?
(1) Dare (2) Might (3) Could
10. We _____ have our final exam in March.
(1) Could (2) Should (3) Will

Que-4 (b) Define the following terms.

(10)

1. Consul
2. Invoice
3. Validated License
4. All Risks Clause
5. Drawbacks
6. DISC
7. Export Merchant
8. Free Port
9. SITC
10. Commercial Attache
