

B.B.A. Semester - 3 (CBCS) Examination
Oct/Nov. -2019 [NEW COURSE]
Professional Communication (Foundation)

Time: 2:30 Hours

Marks: 70

Instructions:

1. All questions are compulsory.
2. Figures to the right indicate marks.

- Que-1 (a) Answer the questions. (any two) (10)
1. What lesson does the king learn from the hermit?
 2. What do people imagine about Seth Govind Ram?
 3. How does Albert set up a new business and prosper in it?
- (b) Attempt any One short note. (04)
1. Three Questions.
 2. Tom
- Que-2 Answer the questions. (any two) (14)
1. Who is leader? Discuss characteristics of successful leader.
 2. How is assertive skill important in this modern age?
 3. Define listening. What are the qualities of good listener? Explain.
- Que-3 (a) Attempt any One Letter. (08)
1. Write a Complaint letter regarding delivering the wrong parcel of Samsung Mobile batteries which were not ordered.
 2. Write an Order letter for huge stock of Electrical Items for your shop as the festivals of Diwali starting next month.
- (b) Write an Email. (06)
- Amazon Online Shopping Company has not deposited your refund for the Luminous Fan which you already returned before 10 days. Write an Email to Amazon for quick refund.
- Que-4 (a) Change the degree as per the instruction given in bracket. (05)
1. Mohan is as strong as Kanak. (comparative)
 2. Darshana likes apples better than grapes. (Positive)
 3. No other writer is as famous as Tagore in India. (Superlative)
 4. Gold is more precious metal than Silver. (Positive)
 5. Our soldiers are braver than any other soldiers in the world. (Superlative)
- (b) Identify the type of following sentences. (05)
1. Gandhi is India's gift to the western world.
 2. Why will you arrive on Friday instead of Monday?
 3. Wow! Government reduced the tax on annual income.
 4. This is so complex sum that I have been trying to solve it for one hour.
 5. Please plan your departure as per the schedule of conference.
- (c) Put the proper suffix-prefix in following words. (04)
1. Agree 2. Legal 3. Equal 4. Mortal
- Que-5 (a) Do as directed. (07)
1. He has served the king as _____. (night, knight)
 2. You will be provided _____ in hostel. (accommodation, ackomodetion, acomodation)
 3. Give the meaning of 'speak out'.
 4. To be _____ entrepreneur, you will have to work hard. (sucesful, successful, successfull)
 5. The bus went _____ the tunnel. (threw, through)
 6. Give the meaning of 'look forward to'.
 7. What is the meaning of 'call in'?
- (b) Explain any One proverb. (07)
1. Two heads are better than one.
 2. You will not grow at all if you think you know it all.
