

B.B.A. Semester - 3 (CBCS) Examination
December.-2020 [NEW COURSE]
Professional Communication (Foundation)

Time: 1:30 Hours**Marks: 42****Instructions:**

1. Figure to the right indicate marks.
 2. There are five questions in the question paper.
 3. Answer any three of the following questions.
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Q.1 (A) Answer the following questions in brief. (Any two) (10)

1. What happened when Jim started to whitewash the fence?
2. What makes the narrator feel nervous in a bank?
3. What problem does Albert face in his career?

(B) Write a short note on the following topic. (Any one) (04)

1. Albert Edward.
2. Nathu.

Q.2 Answer the following questions in short. (Any two) (14)

1. What is listening skill? Explain the good qualities of a good listener.
2. What is Emotional Intelligence? Discuss its importance in professional area.
3. What happens to people who stop learning?

Q.3 (A) Draft a letter placing an order of furniture. (08)

OR

(A) Draft a letter of Complaint regarding the late delivery of goods.

(B) Draft an E-Mail to your subject teacher informing about the progress of project you are working on. (06)

Q.4 (A) Fill in the blanks by using the word from the bracket to make the degree of comparison. (05)

1. Name the city in the world. (Big)
2. He is the friend I have. (Good)
3. Harsh is the boy in the class. (Intelligent)
4. Silver is than gold. (Cheap)
5. Prevention is than cure. (Good)

(B) Identify the type of sentences. (05)

1. How Well she sings!

A. Exclamatory B. Interrogative C. Declarative D. Imperative

2. What is your mother's name?

A. Declarative B. Interrogative C. Declarative D. Imperative

3. I want to become a manager.

- A.** Imperative **B.** Exclamatory **C.** Declarative **D.** Interrogative

4. Get out.

- A.** Declarative **B.** Interrogative **C.** Exclamatory **D.** Imperative

5. I have three sisters.

- A.** Declarative **B.** Interrogative **C.** Exclamatory **D.** Imperative

(C) Form words using the following suffixes. (04)

1.Ment 2.Hood 3.Able 4.Ful

Q.5 (A) Do as directed. (07)

A. Choose the correct word from the options.

1. Can I go the party? (to, two, too)
2. Hardik has a in his shoulder. (pain, pane)
3. Nobody what you are thinking. (knows, nose)

B. Differentiate the following homophones with examples.

1. Cell 2. Sell

C. Give meaning of the following phrasal verbs.

1. Call upon 2. Drop out

(B) Explain the following proverb. (Any one) (07)

1. The wise man has long ears and a short tongue.
2. United we stand, divided we fall.
