

B.B.A. Semester - 3 (CBCS) Examination**December.-2020 [OLD COURSE]****PERSONALITY DEVELOPMENT & COMMUNICATION SKILLS (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..

- Q.1(A) Write a short note on the following topics. (any one) (07)
 1. Nathu 2. Tom 3. Albert Edward
- Q.1(B) Give references to the following contexts. (any two) (07)
 1. 'Give us our money or we will break in!'
 2. 'And besides, if you will I'll show you more sore toe.'
 3. 'I can't be the only man as walks along this street and wants a fag.'
 4. 'Now rest a while – and let me work a bit.'
- Q.2 Answer the following questions in short. (any two) (14)
 1. What problem does Albert face in his career?
 2. How does the accountant help the narrator in the beginning?
 3. What happened when Jim started to whitewash the fence?
 4. What does Sitaram tell Mrs. Srivatsav?
- Q.3 (A) Write a letter of complaint to V. V. Sharma & Co. about the lower quality of the dry fruits supplied by them. Ask for reasonable compensation. (07)
 (B) Draft a letter of adjustment to a dealer who has complained about the damaged products supplied by you. (07)
- Q.4 (A) Draft a press release about an inauguration of a mobile shop in your area. (07)
 (B) Draft a press release about a Fresher's party organized in your college. (07)
- Q.5(A) Choose the correct option and fill up the following blanks. (Any seven) (07)
1. My grand-mother is 85, but she _____ still read & write without glasses.
 (A) Can (B) Must (C) May (D) Would
 2. _____ I come with you?
 (A) Must (B) May (C) Would (D) Might
 3. _____ you help me with the housework?
 (A) Should (B) Must (C) Could (D) May
 4. I _____ write French very well.
 (A) Would (B) used to (C) Will (D) Can
 5. Students _____ follow the rules of the institute.
 (A) Must (B) May (C) Can (D) Would
 6. _____ you like to have tea or coffee.
 (A) Can (B) Would (C) May (D) None
 7. _____ you take care of my dog for a day?
 (A) should (B) Dare (C) Would (D) Must
 8. Our country _____ become a super power by 2025.
 (A) Must (B) Need (C) Dare (D) Might
 9. They _____ obey their parents.
 (A) Should (B) Need (C) May (D) Would
 10. She _____ come today or tomorrow.
 (A) Must (B) May (C) Should (D) need
- Q.5(B) Explain the following terms. (Any seven) (07)
1. Buying agent 6. Rate of Exchange
 2. Customs 7. Airway Bill
 3. Invoice 8. Free Port
 4. General License 9. Dock receipt
 5. Consignment 10. Exim Bank
