

B.B.A. Semester - 3 (CBCS) Examination
Nov/Dec. -2021 [NEW COURSE]
Professional Communication (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) Answer the following questions. (any two) (10)
1. How does the manager try to handle the angry customers?
 2. How does the narrator end up withdrawing all his money?
 3. How did Albert set up a new business and prosper in it?
- (b) Attempt any One short note. (04)
1. Teamwork Skill in 'Whitewashing the Fence'
 2. The Character Sketch of the king
- Que-2 Answer the following questions. (any two) (14)
1. What is emotional Intelligence skills? Discuss its advantages.
 2. Explain Learning skill and state how it is important in the present time.
 3. Define Team work and discuss how teamwork is necessary at workplace in professional arena.
- Que-3 (a) Attempt any one Letter. (08)
1. You have received quotation for furniture items from leading manufacturer of Ahmedabad. Draft an order for your required items and mention time-limit within which the goods must be delivered.
 2. M/S Rajgupta & Sons, Lucknow have not made payment of your bill in spite of two reminders from you. Write a suitable letter to them requesting a settle the account without any further delay.
- (b) Write an email to Global Learning Academy about your interest to join their course on Digital marketing. (06)
- Que-4 (a) Change the degree. (05)
1. Open rebuke is better than secret love. (Positive)
 2. Very few boys are as industrious as Ram. (Comparative)
 3. Austrelia is the largest island in the world. (Comparative)
 4. The trains run faster than cars. (Positive)
 5. Dainik Jagran has a bigger circulation than any other paper. (Superlative)
- (b) Identify the type of following sentences. (05)
1. Please accept my apology.
 2. Oh, this is awesome!
 3. My doctor told me to take these medicines.
 4. Will she listen to you?
 5. Ask Amol for Rubina's cell number.
- (c) Put the proper suffix-prefix in following words. (04)
- Add prefix – natural, change
- Add suffix – motive, quarre
- Que-5 (a) Do as directed. (07)
1. Pets are not _____ in this motel. (allowed, aloud)
 2. Please, don't _____ my new dishes. (brake, break)
 3. An eagle can _____ higher than many other birds. (soar, sore)
 4. The belt was too large for her small (waist, waste)
 5. Give meaning of 'Bear with'.
 6. Meaning of 'Get through!'
 7. Give meaning of 'Look into!'
- (b) Explain any one proverb. (07)
1. United we stand, divided we fall.
 2. A single tree can not make a forest.
