

B.B.A. Semester - 2 (CBCS) Examination**March/April – 2023 (New Course)****Communication Skills in English-2 (FND)****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 Attempt Any Two dialogs from the following (14)

- A. Kishan studies in BBA. He could not submit his assignments in time for medical reason. He talks to Head of the Department. Prepare a dialog between Kishan and HoD.
- B. You are the customer of bank. You could not maintain the sufficient balance for the EMI of bike on said date. Hence, you got the message to visit the bank for repayment of EMI. You visit the bank and meet manager. Draft a dialog between you and manager.
- C. Suraj visited Saputara with his family. He wants to stay there for one week. He visits hotel for booking room. He is having dialog with the manager. Prepare a dialog between Suraj and hotel manager.

Que.2 Answer the following question (any one) (12)

- A. What is the importance of business letter? Explain various inward parts of business letter.
- B. Draft an enquiry letter asking for new products, prices, offers of readymade wooden furniture for your newly opened Wooden Showroom in Veraval.

Que.3(A) Attempt any one from the following (10)

- A. Draft a notice along with agendas of bi-monthly meeting called by the president of Fulford Garments Pvt. Ltd. Co. Mumbai for managers of different departments of company. Prepare minutes of meeting.
- B. Draft a notice along with agendas of annual meeting of Sun Biscuit company, Surat by the director for board members of company. Draft minutes of meeting.

Que.3(B) Attempt any one advertisement (10)

- A. Prepare a leaflet advertising about Book-Fair to be organized in your town in next month.
- B. Draft a pamphlet for advertising newly opened Pizza Corner in Junagadh.

Que.4 Read the passage and answer the questions given below it (10)

The curtain fell on the great Roman Empire by the fifth century AD. Law and order had been gradually breaking down and little by little, the empire lost its position as the seat of learning. There were no proper school. Books were found mainly in monasteries; since books had to be written by hand, they cost a lot. In those days the cost of a book was equal to the cost of a piece of land. Therefore, most people could not afford to learn to read. Even great kings like Charlemagne of France could do little more than sign their names. The old culture of Greece and Rome was forgotten in Europe. This era was rightly called 'The Dark Age'.

In the eastern part of the Roman Empire, the situation was different. This Christian empire ended with the conquest of Constantinople by the Ottoman Turks in 1453. In Constantinople learning had continued through the Dark Age of Western Europe. Here learned men and teachers never ceased to work and learn. But with time, a few of them began to get frightened of the Seljuk Turks who had won the great battle of Manzikert. Around the end of the eleventh and twelfth centuries AD, they ran away to Europe. Slowly, more and more learned men came to Italy. They carried with them many old papers and books of ancient knowledge.

Questions:

1. What happened with Constantinople in 1453?
2. What is the meaning of fell on?
3. Why did books cost a lot?
4. Why did learned men leave Constantinople? What did they carry with them?
5. Give the suitable title to this paragraph.

Que.5 Do as directed

(14)

1. Police has punished him. (turn into passive voice)
2. You _____ leave for home now. (will, might, can)
3. The doctor who treats children is known as _____.
4. Fear of speaking. (give one word for this phrase)
5. Bose inspired the soldiers. (turn into passive voice)
6. My parents _____ come late from shopping. (must, could, may)
7. My father will gift me a cycle next year. (turn into passive voice)
8. Who is Cartographer?
9. Who study birds?
10. I was injured so _____ not participate in running competition. (can, could, will)
11. Funny imitation of a poem is known as _____.
12. The guest is distributing the prizes to the winners now. (turn into passive voice)
13. Sam _____ sing nicely in his childhood. (will, can, would)
14. The doctor had prescribed these medicines. (turn into passive voice)
