

B.B.A. Semester - 3 (CBCS) Examination
Oct/Nov - 2023 [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. Why was nathu annoyed? What did he say to sitaram?
 2. How did tom try to convince jim to whitewash the fence?
 3. What lesson does the king learn from the hermit?
- Que.1(B) Write any one short note. (04)
1. The central idea of my financial career
 2. The character sketch of albert Edward.
- Que.2 Answer the following questions: (Any Two) (14)
1. Write about listing skill and qualities of a good listener.
 2. Define team work and discuss how team work is necessary at workplace.
 3. What is assertive skill? How is it important in professional and day to day life?
- Que.3(A) Attempt any one letter. (08)
1. On behalf of global electric store Bhavnagar order for various electric goods to anchor electricals pvt-ltd delhi.
 2. In spite of several reminders, m/s kamalnath & sons have not paid the dues. Write a letter requesting them to pay the dues within a fortnight and avoid legal action.
- Que.3(B) Draft an e-mail to the hiring manager of united world institute of marketing applying for the vacant post of assistant sales manager in their institute. (06)
- Que.4(A) Transform the degree as instructed. (05)
1. Neeraj did not speak more friendly than his brother. (positive)
 2. Shakespeare was the greatest dreamatist. (comparative)
 3. Chandigarh is one of the most beautiful cities in india. (positive)
 4. My brother does not weep so bitterly as this little girl. (comparative)
 5. Very few Indian leaders were as great as mahatma Gandhi. (superlative)
- Que.4(B) Identify the types of following sentences. (05)
1. When martin gets in, can you give him this message?
 2. Please pick up the notes when you come.
 3. Hurry! It's time for anjoyment.
 4. Joe was feeling nervous on his first day of school.
 5. Kindly join as for lunch after the reception.
- Que.4(C) Put the proper prefix – suffix in the following cords. (04)
1. Add prefix – vegant, sound
 2. Add suffix – threat, honor
- Que.5(A) Do as directed. (07)
1. That was a very useful_____ of information. (piece, pease)
 2. You _____ know all the facts. (to, too, two)
 3. They started working _____ away. (right, write)
 4. A_____ has been choosen for the new school. (site, cite sight)
 5. Meaning of 'carry on'.
 6. Make sentence using 'get info'.
 7. Give meaning of 'drop out'.
- Que.5(B) Explain any one proverb. (07)
1. Where there is a will. there is a way.
 2. The wise man has long ears and a short tongue.
