

B.B.A. Semester - 3 (CBCS) Examination**Oct/Nov - 2023 (OLD COURSE)****PERSONALITY DEVELOPMENT & COMMUNICATION SKILLS(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) Write a short note on any one. (10)
1. Tom in whitewashing the fence
 2. Narrator in my financial career
 3. Three questions.
- Que.1(B) Explain any two references. (10)
1. "I went into service when I was twelve sir".
 2. "Say jim I'll fetch the water if you'll whitewash some".
 3. "I'll keep a look out for any jobs that might suit you".
 4. "can I see the manager alone?".
- Que.2 Answer the following questions. (any two) (10)
1. What does sitaram tell mrs. Srivatsava?
 2. Why did the writer feel confused in the bank?
 3. What does the king want to know? What were the three questions?
 4. How did albert set up a new business and prosper in it?
- Que.3(A) Attempt any one letter. (10)
1. On behalf of Poonam sales corporation Rajkot, write a letter to alfa manufacturers ltd, Mumbai complaining of late delivery of goods. Request the suppliers for proper adjustment.
 2. On behalf of m/s Agarwal & sons, Ahmedabad, write a suitable letter to a customer who has complained for dis-courtesy. Shown to him when he visited their firm.
- Que.3(B) Attempt press release. (any one) (10)
1. Draft a press release giving details of changing the company's name and logo from now onwards.
 2. Prepare a press release on behalf of co-ordinator of cultural committee on successful celebration of 'Azadi ka Amrut Mahostav' program held in your collage.
- Que.4(A) Fill in the blanks with the help of model auxiliaries given in the bracket. (10)
1. This is a hospital. You _____ smoke here. (can not, must not, may not)
 2. Take an umbrella. It _____ rain later. (should, can, might)
 3. You _____ be punctual. (could, should, would)
 4. My grandmother is eighty-five but she _____ still read and write without glasses. (can, may, must)
 5. _____ you mind if I borrowed your car? (should, shall, would)
 6. Our country _____ become a super power by 2025. (may, must, should)
 7. The cinema was closed so we _____ see the film. (did not, could not, may not)
 8. We _____ eat more vegetables to stay healthy. (should, would, could)
 9. _____ I make a suggestion? (would, may, shall)
 10. This _____ be jamie's coat. He is tall and this is tiny. (wont, wouldn't, can't)
- Que.4(B) Define the following terms. (10)
1. Consular invoice
 2. Consignee
 3. Baging agent
 4. Dock receipt
 5. Free port
 6. Foreign sales representative
 7. Import license
 8. Exim bank
 9. Country of origin
 10. Consignment
