

B.B.A. Semester - 4 (CBCS) Examination**March/April-2024 [NEW COURSE]****Corporate 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 questions. (Any Two) (10)
- (1) How William Morris solved the problem occurred at the shop?
 - (2) Why is it important to find a suitable candidate for the job in twelve hours?
 - (3) What qualities do the stokers have that make them indispensable to the company?
- Que.1(B) Attempt any one short note. (04)
- (1) Duties of lighthouse keeper.
 - (2) The girl in the Story 'The Look Out Man'.
- Que.2 Answer the questions. (Any two) (14)
- (1) Explain Problem Solving Techniques.
 - (2) Explain flexibility at Workplace.
 - (3) Explain the importance of Communication in Business.
- Que.3 Answer the questions. (Any two) (14)
- (1) Prepare a Welcome Speech for Farewell Party.
 - (2) Give some tips for effective Power-Point Presentation.
 - (3) What is Group Discussion? Give some tips for a successful Group Discussion.
- Que.4(A) Draft a letter of Resignation. (06)
- Que.4(B) Prepare a resume for the post of Marketing Manager/Executive. (08)
- Que.5(A) Turn into Indirect Speech. (07)
- (1) I said to the teacher, "Please, solve this sum."
 - (2) The boy said, "Let me come in sir."
 - (3) Alpa Said to Vaishali, "Will you take a cup of tea?"
 - (4) "What are you doing?" Shalini said to her Sister.
 - (5) "Be regular", my teacher told me.
 - (6) The beggar said to me, "Please, give me some money."
 - (7) "Wish you a happy journey." Megha said to me.
- Que.5(B) Put proper punctuation marks in the following sentences. (07)
- (1) What is your name
 - (2) What a wonderful place is this
 - (3) Get out
 - (4) Please come in
 - (5) Are you fine
 - (6) Today is Sunday
 - (7) I like sandwich Samosa and Cake
