

B.B.A. Semester - 1 (CBCS) Examination
Oct/Nov-2024 (As Per Syllabus Year June-2018)
COMMUNICATION SKILLS IN ENGLISH - 1(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 in one sentence. (06)
- 1) Define communication.
 - 2) What is verbal communication?
 - 3) What is encoding?
 - 4) Give one example of written communication.
 - 5) Who is sender in the process of communication?
 - 6) Write one quality of good communicator.
- Que-1 (B) Answer the following questions. (Any Two) (08)
- 1) What is the importance of English language in 21st century?
 - 2) Discuss advantages and disadvantages of oral communication.
 - 3) Explain the process of communication in detail.
- Que-2(A) Answer the following questions in one sentence. (06)
- 1) Give any one example of body language.
 - 2) Write any two C's name.
 - 3) What is Courtesy?
 - 4) Write any one example of physical barrier.
 - 5) Define Nonverbal communication.
 - 6) What is grapevine.
- Que-2 (B) Answer the following questions. (Any Two) (08)
- 1) Write a note on linguistic barriers.
 - 2) Discuss any two flows of communication in an organization.
 - 3) Write a short note on Psychological Barriers.
- Que-3 Attempt any Two dialogues. (14)
- 1) Prepare a dialog between you and your friend discussing about both of your favorite movie.
 - 2) You are introducing your cousin to your friend. Prepare a dialogue.
 - 3) You are meeting your teacher in the morning. Make a dialogue by sharing greetings and taking leave.
- Que-4 (A) Attempt Any One letter. (06)
- 1) Principal writes a letter to Forest Officer requesting to provide saplings for plantation college campus.
 - 2) Write a letter to Bank Manager for issuing ATM card.
- Que-4 (B) Attempt any One report. (08)
- 1) Draft a Individual Report on Monthly Progress of Suraj Tea Pvt. Ltd. Co as a General Manager.
 - 2) Draft a Committee report on observing Somnath is a better place to start a branch of Hotel Fern and submit it to authority as an In-charge of team.

Que-5 (A) Fill in the blanks with proper verb forms given in bracket. (05)

- 1) When _____ Kiran _____ tomorrow? (to come).
- 2) Rupali never _____. (to cheat).
- 3) My mom _____ delicious food yesterday. (to prepare).
- 4) When he reached at home, we _____. (to sleep).
- 5) Guests _____ just _____. (to leave).

Que-5 (B) Identify underlined parts of speech. (05)

- 1) What is your present address?
- 2) Don't park your vehicle.
- 3) India defeated South Africa in T20 World cup.
- 4) Wow! It was incredible moment for us.
- 5) You walk so slowly.

Que-5 (C) Choose the proper answer from the given option. (04)

- 1) Our college _____ is so kind. (principal, principle).
- 2) I need your _____ in this matter. (advise, advice).
- 3) Nobody is _____ to enter in this premise. (aloud, allowed).
- 4) My brother chose MBA for his _____. (carrier, career).
