

B.B.A. Semester - 3 (NEP-2020) Examination**OCT/NOV-2024****ENG: Business Communication (Ability Enhancement Course)****Time: 1:00 Hour****Marks: 25****Instructions:**

1. All questions are compulsory.
 2. Figures to the right indicate marks.
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- Que.1 Answer the following questions. (Any Two) (10)**
- (1) What is communication? Define and discuss its process.
 - (2) Discuss in detail Non-Verbal Communication.
 - (3) Discuss Downward Communication.
- Que.2(A) Write a report. (Any One) (05)**
- (1) As the secretary of a youth club, prepare an individual report on finding a new suitable premise for your unit.
 - (2) Submit committee report on declining sale of refrigerator.
- Que.2(B) Write a notice / letter. (Any One) (05)**
- (1) As the Manager of your branch, write a notice addressing your employees for regularity and punctuality in service.
 - (2) As a manager write a letter of thanks to all the employees for the development and progress of your company with their hard work and extraordinary efficiency.
- Que.3(A) Change the following sentences into passive voice. (Any Two) (02)**
- (1) He insulted her yesterday.
 - (2) I don't like your voice.
 - (3) We should follow the traffic rules.
- Que.3(B) Identify the following types of sentences. (Any Two) (02)**
- (1) I will always remember his kindness.
 - (2) How funny you look today!
 - (3) Sit down and do your work quietly.
- Que.3(C) Correct the following words if you find them incorrect. (Any Two) (01)**
- (1) Poizen (2) Kollage (3) Trafik (4) Telicast
