

B.B.A. Semester - 3 (CBCS) Examination**Oct/Nov - 2024 (As Per Syllabus Year June-2016)****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. Verger
 2. Nathu
 3. Jim
- Que.1 (B) Explain Any Two references. (10)
1. I'd be Verger of St. Peter's, Neville Square.
 2. 'Who would have thought the bank would collapse!'
 3. 'Every cent of it.'
 4. 'Say, Jim, I'll fetch the water if you'll whitewash some.'
- Que.2 Answer the following questions (Any Two) (10)
1. Why does Mr Kishore speak to Deep Chand?
 2. What problem does Abert face in his career?
 3. Why did King visit Hermit?
 4. Describe the mood expressed in the opening lines of the story.
- Que.3 (A) Attempt Any One Letter. (10)
1. Draft a Complaint Letter regarding Damaged Parcel of Mobile Chargers to the Sales Manager of Safari Electronics, Gandhi Ashram, Ahmedabad.
 2. Draft an Adjustment Letter in response to complaint for Damaged Parcel of Mobile Chargers from your regular Dealer.
- Que.3 (B) Attempt Any One Press Release. (10)
1. Draft a Press Release on behalf of SBI providing details of attractive offers on loans.
 2. Draft a Press Release on behalf of Tata Career Consultancy regarding their services of training management students for their soft skills.
- Que.4 (A) Fill in the blanks with the help of Modal Auxiliaries given in the bracket (10)
1. You _____ finish your homework before going out.
(Should, might, could)
 2. We _____ go to the concert, but we need to check the tickets first.
(may, must, should)
 3. I _____ have left my keys at home. I can't find them anywhere.
(must, might, could)
 4. You _____ see the doctor if you're feeling sick.
(should, can, would)
 5. He _____ help you with your project, but he's not sure if he has time. (might, must, will)
 6. We _____ go to the beach tomorrow if the weather is good.
(will, would, should)]

7. You _____ bring your ID to enter the building.
(must, may, might)
8. I _____ swim when I was younger, but now I've forgotten.
(could, can, would)
9. They _____ have left already; the bus was supposed to arrive earlier.
(should, could, might)
10. She _____ be at the meeting now; it started an hour ago.
(must, would, can)

Que.4 (B) Define the following terms.

(10)

1. Customs
2. Domestic International Sales
3. Import License
4. Rate of Exchange
5. Validated License
6. Piggybacking
7. Dock Receipt
8. Country of Origin
9. Buying Agent
10. Airway Bill
