

B.B.A. Semester - 3 (CBCS) Examination
Oct/Nov - 2024 [As Per Syllabus Year June-2019]
Professional Communication(Foundation)

Time: 2:30 Hours

Marks: 70

Instructions:

1. All questions are compulsory.
2. Figures to the right indicate marks.

- Que.1 (A) Answer the questions. (Any Two) (10)
1. What makes the narrator feel nervous in a bank?
 2. What does the king want to know? Why?
 3. What is interesting about beggar?
- Que.1 (B) Write short note. (Any One) (04)
1. Tom
 2. Nathu
- Que.2 Answer the questions. (Any Two) (14)
1. Define listening. What are the qualities of good listener?
 2. Explain the importance of assertive skill at workplace.
 3. Discuss the characteristics of a successful leader.
- Que.3 (A) Attempt any one business letter from the following. (08)
1. Draft an order letter for Fans for electronics store.
 2. Draft a collection letter asking the debtor to settle the overdue amount.
- Que.3 (B) Draft an email inviting your friend to attend your brother's wedding function. (06)
- Que.4 (A) Change the degree. (05)
1. Saroj is as beautiful as Krina.
 2. Manoj is cleverer than Kanak.
 3. Dhoni is the coolest of all players.
 4. French is easier than most other languages.
 5. Meghani is not more popular than some other poets.
- Que.4 (B) Identify type of sentence. (05)
1. What a fantastic catch it was!
 2. We love to read books during vacation.
 3. Don't park your car here.
 4. Please, leave the class as early as possible.
 5. Have you seen my pen?
- Que.4 (C) Add proper suffix-prefix in following words (04)
1. Manage
 2. Class
 3. Regular
 4. Advantage
- Que.5 (A) Fill the blanks with proper word. (07)
1. The professor's lecture was both informative and _____.
(engaging, enganging, engadgeing)
 2. We should consider every _____ before making a final decision.
(Posibility, possibility, posibilitie)
 3. The government announced new measures to improve the country's _____.
(economi, economy, economee)
 4. She received a _____ for her outstanding performance in the competition.
(certificat, certficet, certificate)
 5. She didn't _____ the question, so she asked for clarification.
(hear, here)
 6. I need to _____ my friend before we can go out.
(meet, meat)
 7. Rajesh wants to _____ his house. (sell, cell)
- Que.5 (B) Explain the proverb. (any one) (07)
1. A single tree cannot make a forest.
 2. The wise man has long ears and a short tongue.
