

B.B.A. Semester - 3 (CBCS) Examination
Oct/Nov - 2025 [New Course]
Professional 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 following questions. (Any Two) (10)
- (1) What does Sitaram tell Mrs. Srivatsava?
 - (2) What does the king want to know?
 - (3) Why does the narrator go to the bank?
- Que.1 (B) Attempt a short note. (any one) (04)
- (1) Albert Edward
 - (2) Tom
- Que.2 Answer the questions. (Any Two) (14)
- (1) What is team work? How it is necessary in 21st century at workplace?
 - (2) Give the meaning of Assertive skill and discuss how it is needed in current time.
 - (3) Write about listing skill and qualities of a good listener.
- Que.3 (A) Attempt any one letter. (08)
- (1) Write on order letter for mobile accessories on behalf of Utsav mobile shop.
 - (2) In spite of two reminders, M/s shah Enterprise, Pune has not paid the dues. Write a letter requesting them to settle the account without any further delay, appealing them for credit reputation in the market.
- Que.3 (B) Write an E-mail. (06)
- (1) Write an E-mail to the Director of POWERLINGO, showing your interest to study a course on 'Learning Foreign Languages', offered by them on nptel.iitvideos@gmail.com.
- Que.4 (A) Change the degree as per the instruction given in bracket. (05)
- (1) No other town in Malaysia is as old as Malacca. (Superlative)
 - (2) Rustam is as clever as Roshan. (Comparative)
 - (3) Wordsworth is the greatest poet in English Literature. (Comparative)
 - (4) Sanjeev is not fatter than Verra. (Positive)
 - (5) Mukesh Ambani is richer than all other entrepreneurs in India. (Superlative)
- Que.4 (B) Identify the type of following sentences. (05)
- (1) How ridiculous is this?
 - (2) Please be seated.
 - (3) Who told you this?
 - (4) Mr. Kakkad might have supplied the goods.
 - (5) Don't laugh.
- Que.4 (C) Put the proper suffix-prefix in the following words. (04)
- (1) Indian
 - (2) Fore
 - (3) Ordinary
 - (4) Start
- Que.5 (A) Do as directed. (07)
- (1) The _____ from Hajira to Bhavnagar-Gogha is really very exciting. (Fairy, Ferry)
 - (2) Can you set the boxes down over _____ Please? (hear, here)
 - (3) His _____ arms quickly become sunburned. (bare, bear)
 - (4) Please don't _____ my new dishes. (brake, brreake)
 - (5) Extra rest and fluids will help to _____ your, sickness. (heal, hell)
 - (6) Meaning of 'Break in'
 - (7) Meaning of 'Drop out'
- Que.5 (B) Explain any one proverb. (07)
- (1) Where there is a will, there is a way.
 - (2) United we stand, dividend we fall.
