



MAZ-010-001308

Seat No. _____

B. B. A. (Sem. III) (CBCS) Examination

November / December – 2016

Communication Skills - III

(Wise & Otherwise)

[New Course]

Faculty Code : 010

Subject Code : 001308

Time : $2\frac{1}{2}$ Hours]

[Total Marks : 70

- Instructions :** (1) All the questions are **compulsory**.
(2) Mention your **option** clearly.

- 1** Answer any **two** of the following : **14**
- (1) What does Sudha Murty say about the music festival and two women's conversation ?
 - (2) Describe the village school situated in Sahyadri hills.
 - (3) Narrate the incident of missing MOP in the story "When Mop Count.....".
 - (4) Why did Sudha Murty go to her neighbour's house ? How did she come to know about death ?
- 2** Write short notes on any **two** : **14**
- (1) People's attitude to Diwali festival in modern time.
 - (2) OT nurse
 - (3) Justify the title, 'Death Without Grief'.
 - (4) Sahyadri hills.
- 3** Draft the reports on any **two** : **14**
- (1) As the secretary of a company, draft a report recommending a welfare centre for its workers.
 - (2) On behalf of the Swagat Hotels Ltd. report to your Board of Directors on your recent visit to Ahmedabad for opening a branch hotel there.
 - (3) Prepare a committee's report on the advisability of starting a factory for manufacturing plastic wares in North Gujarat.
 - (4) The Sun Pharma Ltd. Pune have appointed a committee to look into the charges levelled against the top officials of the company. Draft the committee's report.

- 4 Attend any **two** of the following : 14
- (1) Draft a notice for Annual General Meeting of Adani Power Ltd. Kutchh giving agenda of consideration of accounts, declaration of dividend, election of directors, new appointments, etc.
 - (2) Draft the minutes of the above meeting.
 - (3) As a secretary of Narolac Paints Ltd., Noida, write a notice and agenda of fifth Board Meeting of Directors.
 - (4) Draft the minutes of the statutory meeting of Samsung Engineering Company, Vadodara.
- 5 (a) Change the following sentences into indirect speech : (any **seven**) 7
- (1) She said to Ajay, "Did you visit this exhibition yesterday ?"
 - (2) I said to Ramesh, "Do me a favour, please."
 - (3) Samir said to Smita, "I know you, but you don't know me."
 - (4) Gaurang said to the inspector, "When will you let me go from here ?"
 - (5) Mr. Shah said, "What a grand celebration it is !"
 - (6) Reeta said to me, "All the best for your exams."
 - (7) He said, "Let's leave the case at the station."
 - (8) Mala said to Uday "I will show you my notebook tomorrow".
- (b) Do as directed : 7
- (1) Give synonyms :
 - (a) Complete
 - (b) Explain
 - (c) Strong
 - (d) Ask
 - (2) Give Antonyms :
 - (a) Vacant
 - (b) Despair
 - (c) Arrival.
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