



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.