



HCU-010-001308

Seat No. _____

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

October/November – 2017

308 : Communication Skills - III

(Old Course)

Faculty Code : 010

Subject Code : 001308

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

[Total Marks : 70

- Instructions :**
- (1) All the questions are compulsory.
 - (2) Figures to the right indicate full marks.
 - (3) Mention your option clearly.

1 Answer any two of the following : 14

- (1) Describe the village school of Sahyadri Hills, visited by Sudha Murty.
- (2) Describe the atmosphere in the neighbour's house.
- (3) Describe the incident of missing MOP in the story "When mop count did not tally."
- (4) Describe monday as the first working day of the week from the article, "In India, the worst of both worlds."

- 2** Write short notes on any **two** of the following : **14**
- (1) Justify the title, 'Death without grief.'
 - (2) The narrator's experience in 'Sahyadri Hills.'
 - (3) People's Attitude to Diwali festival in modern time.
 - (4) The old man in the article, 'In India, the worst of both worlds.'
- 3** Draft the reports on any **two** : **14**
- (1) A committee has been appointed to find a suitable site for opening a new branch for the production of plastic wares. Draft a report.
 - (2) Draft a report as sales manager of CEAT tyres on decline sales.
 - (3) As the Secretary of a company, draft a report recommending a welfare centre for its workers.
 - (4) The Principal of a college has appointed a committee of three lecturers to make a plan for organizing youth festival. Draft a suitable report.
- 4** Attend any two of the following : **14**
- (1) Draft an agenda for first meeting of the Board of Directors as the Secretary of Indian Aluminium Corporation Ltd. Mumbai.
 - (2) Draft a notice for the annual general meeting of the shareholders of the Progressive Publishing House, Delhi.
 - (3) Draft the minutes of the statutory meeting of Samsung Engineering Company, Ahmedabad.
 - (4) As a secretary of Asian Paints Ltd. Mumbai, write a notice and agenda of first Board Meeting of Directors.

5 (a) Change the following sentences into indirect speech : (any seven) 7

- (1) Mother said to me, "May you live long !"
- (2) My teacher said to me, "Be regular."
- (3) She said to me, "Where are you going ?"
- (4) He said to me, "Don't play with fire."
- (5) My father said to me, "The earth revolves round the sun."
- (6) Shalini said to her sister, "What are you doing ?"
- (7) I said to the teacher, "Please, solve this sum."
- (8) Megha said to me, "Wish you a happy journey."

(b) Do as directed : 7

- (1) Give synonyms :
 - (a) Big
 - (b) Strong
 - (c) Good
 - (d) Interesting
- (2) Give Antonyms :
 - (a) Voluntary
 - (b) Healthy
 - (c) Agree