



PBA-010-001308

Seat No. _____

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

November / December - 2018

308 : Communication Skills III

Faculty Code : 010

Subject Code : 001308

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

[Total Marks : 70

- 1 (a) Describe the story narrated by Sudha Murty's father to his class. 14

OR

- (b) How did Sudha Murty learn a lesson in humility.

- 2 Write short notes : (any two) 14

- (1) Sudha Murty's Visit to the village school
(2) Sudha Murty's observations regarding Diwali celebrations
(3) The theme of Death Without Grief
(4) Murty's views about modern life

- 3 (a) Draft a committee report regarding the advisability of opening a new showroom in Rajkot. 14

OR

- (b) Draft a report on the decline of sales in an icecream company.

- 4 (a) As the Secretary of a company, prepare a notice with the agenda about a Board meeting. 14

OR

- (b) Draft the minutes of the meeting of a Bank.

- 5 (a) Give Antonyms of the following : 9
Voluntary, Despair, Cheap, Regular, Artificial.
Give Synonyms of the following : Ask, wrong, go,
interesting

OR

- (b) Convert into indirect speech. 5
- (1) The old artist asked Jane, "Did you visit the exhibition yesterday? There were paintings of Salim Khan there."
 - (2) He said, "What is the balance amount?"
 - (3) Jay said to Ajay, "Are you coming for Dandiya classes today?"
 - (4) She said, "Oh my God, how will I finish studying all these topics!"
 - (5) "Wow, that was an amazing shot by Tendulkar!", said the announcer.