



JAO-19BBA101 Seat No. _____

**B. B. A. (With effect from 2019) (Sem. I) (CBCS)
Examination**

November - 2019

Communication Skills & Business Writing in English

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

[Total Marks : 70

- 1** Answer any **five** of the following questions in a sentence or two : **5**
- (1) What is communication?
 - (2) What is the basic difference between one-way communication and two-way communication?
 - (3) What is communication network?
 - (4) What is decoding?
 - (5) What is verbal communication?
 - (6) Who decodes in the process of communication?
 - (7) What is the meaning of posture in communication?
- 2** Write short notes on any **two** of the following : **10**
- (1) Various kinds of Communication Networks
 - (2) Barriers to Communication
 - (3) Communication Process
 - (4) Body-language as an effective means of non-verbal communication
- 3** Answer the following questions in detail : (Any **Three**) **15**
- (1) What are the objectives of presentation?
 - (2) What are the points to be carried in mind when a presentation is being prepared?
 - (3) How can a presentation be made more effective using various visual aids?
 - (4) What are the various kinds of interviews?
 - (5) What are the various kinds of preparations that a candidate has, with regard to employment or selection interview?

4 (A) Complete the following sentences, using the correct form of the verbs given in the brackets after each blank : 6

- (1) My uncle _____ (to visit) me, at least, once a year. He has strictly followed it for the last ten years.
- (2) Most of the students _____ (to be) absent last Friday as it had rained for two hours early in the morning.
- (3) When the police _____ (to question) the thief properly, they understood he was not the one they were in search of.
- (4) We _____ (to appear) for the NET examination next Tuesday; we have already received the admit card.
- (5) Did you _____ (to complete) your homework).
- (6) Call me later as I _____ (to talk) to one of my teachers now.

(B) Fill in the blanks with the most appropriate prepositions : 7

- (1) Parents are often found blind _____ their children's faults.
- (2) They have been together _____ the last ten years.
- (3) Students, please don't play _____ the street.
- (4) Students have absolute confidence _____ their teachers.
- (5) Sorry, I am not really good _____ languages.
- (6) The public beat the culprit _____ a stick.
- (7) I came _____ car, but my friends came on foot.

(C) Give any seven sets (a set of two words) of homophones and use them in your own sentences so as to express their meaning : 7

5 (A) Prepare resume for either of the following walk-in interviews : **10**

(1) Required smart boys and girls on full/part time basis for marketing, field work and survey. BizSoftech Pvt Ltd., 269 Udyog Bhavan, Malad(W), Mumbai 400080.

(2) M.S. University, Anand , is inviting application to fill the post of Assistant Professor of Management. Qualification as per UGC rules and regulations.

(B) (1) As a secretary of Tata Engineering and Locomotive Co. Ltd., draft a notice to Mr. Sagar Agraval, informing him to attend the meeting of the Board of Directors on 20 December 2019 at the staff headquarters. Enclose the agenda of the meeting. **10**

OR

(2) You are the general sports captain of your college. Annual Sports Day is yet to be decided. Draft the notice and the agenda to all the house captains informing them about a meeting on January 15, 2020 at the college conference hall. **10**