



**JAF-010-001308**

Seat No. \_\_\_\_\_

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

**November - 2019**

**Communication Skills - III**

*(Text Book - Wise & Otherwise)*

*(Old Course)*

**Faculty Code : 010**

**Subject Code : 001308**

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

[Total Marks : 70

- Instructions :** (1) All questions are compulsory.  
(2) Figures at the right indicate marks.

**1 Answer any two in detail : 14**

- (1) Describe in detail Sudha Murthy's experiences as narrated in the article, Sahyadri Hills.
- (2) Discuss in detail the irony presented in the article, "In India, The Worst of Both Worlds".
- (3) Narrate in your words the article, "Death Without Grief".
- (4) Describe the event of the operation theatre described in, "When The Mop Count Did Not Tally".

**2 Write short notes : (any two) 14**

- (1) Thandappa
- (2) The School in Sahyadri Hills.
- (3) The Confusion between the Surgeon and the Nurse in the operation theatre.
- (4) The change in people's attitudes towards the celebration of festivals as described by Sudha Murthy in her article, "Living Through Change".

- 3** Draft the following reports : (any **two**) **14**
- (1) Prepare an individual report on the fire accident which took place in your company.
  - (2) As the secretary of D.K. Electronics Ltd. Mumbai draft a report on the causes of a massive decline in the sales of their products and suggest some steps to promote the sales.
  - (3) As the secretary of K.D. Ind. Ltd. Surat, draft an individual report on the causes of frequent strikes by the factory workers and give your suggestions to improve the situation.
  - (4) Draft a committee report on the inspection of the working conditions of the various branches of your company located in Gujarat.
- 4** Attempt any **two** of the following : **14**
- (1) Draft a notice on behalf of the secretary of Jyot Fabrics Ltd. Ahmedabad, informing the directors about the next meeting for the Board of Directors, and include a copy of agenda with it.
  - (2) As the secretary, prepare the minutes of the above meeting.
  - (3) As the secretary of P.K. Jewellers of Surat, draft a notice informing all the departmental managers about the schedule of their next meeting along with agenda.
  - (4) Prepare the Minutes of the Meeting of the Board of Directors which was held on 3<sup>rd</sup> Oct., 2018.

5 (a) Turn the following into indirect speech : 10

- (1) Jay said to me, "I met your brother yesterday".
- (2) Teacher said, "The Earth is round".
- (3) Mira said, "I am tired now".
- (4) Karan said to Mina, "Can you solve this sum ?"
- (5) Maya said, "Mohan, I don't like your attitude."
- (6) Father said to his daughter, "Give me a glass of water".
- (7) A policeman said to me, "Show me your license".
- (8) A tourist spoke out, "What a beautiful scene !"
- (9) Mother said to her son, "May you live a long and prosperous life".
- (10) Teacher told us, "The Sun rises in the East and sets in the West".

(b) Do as directed : 4

- (1) Give Synonyms : (any **two**)  
Big            Complete  
Start         Answer
  - (2) Give Antonyms : (any **two**)  
Visible        Inferior  
Borrow       Always
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