



**BBA-010-001308**

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

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

**June / July – 2021**

**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 the questions are compulsory.  
(2) Figures at the right indicate marks.

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

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

**2 Write Short Notes : (Any Two) 14**

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

- 3** Draft the following reports : (Any **Two**) **14**
- (1) As the secretary of J.K. Ind. Ltd. Surat, draft an individual report on the causes of frequent strikes by the factory workers and give some suggestions to improve the situation.
  - (2) Draft a committee report on the inspection of the working conditions of the various branches of your company located in Gujarat.
  - (3) Prepare an individual report on the fire accident which took place in your factory.
  - (4) 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.
- 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. Do include the 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'd 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 licence".
- (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

Inferior              Borrow Always

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