



DCT-19BBA101

Seat No. _____

B. B. A. (Sem. I) Examination

August - 2022

**Communication Skills & Business Writing in
English**

(New Course)

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

[Total Marks : 70

Instructions : (1) All the questions carry equal [17.5] marks
(2) Attempt any 4 questions

- 1 (A) Write a detailed note on communication process. **10.5**
(B) Write a short note. **7**
(1) Body language.
- 2 (A) Answer the following question in brief : **10.5**
(1) Write any 5 advantages of oral communication.
(2) Write any 5 disadvantages of written communication.
(3) What is the meaning of barriers to communication?
(4) What is the meaning of feedback?
(5) What is the meaning of posture?
(B) Write a short note. **7**
(1) Barriers to communication
- 3 Answer the following question in detail. **17.5**
(1) How to prepare presentation.
(2) Strategies for delivering presentation.
- 4 (A) Write a detailed note on tips and techniques of interview skill. **10.5**
(B) Answer the following question in brief **7**
Qualities of good presentation.
- 5 (A) Complete the following sentences using correct form **10.5**
of the verb given in the brackets after each blank :
(1) They _____ with each other now. (to talk)
(2) Did you _____ to the market yesterday? (to go)
(3) She _____ lecture from 3 to 5 o'clock tomorrow.
(to attend)

- (4) I _____ a letter when Meera came. (to write)
- (5) She always _____ to the temple. (to go)
- (6) Listen!someone _____ a nice song. (to sing)
- (7) She _____ from London last week. (to come)
- (8) My mother _____ food when I entered into the room. (to cook)
- (9) If you work hard,you _____. (to pass)
- (10) Look!They _____. (to Run)
- (B) Give any seven sets of homophones (a set of two words) and use them in your own sentences so as to express their meaning. **7**
- 6** (A) Fill in the blanks with proper prepositions : **10.5**
- (1) I started my own company _____ 1994.
- (2) We are having a grand party _____ 6th December.
- (3) My uncle will come _____ 4 o'clock.
- (4) I have been living in Rajkot _____ six years.
- (5) We reached the city passing _____ the jungle.
- (6) The lecture was going on,when I entered _____ the classroom.
- (7) Your key might be there _____ the table.
- (8) I came _____ London.
- (9) Nobody like to live _____ industrial area.
- (10) I have been waiting for you _____ morning.
- (B) Give any seven sets of homophones (a set of two words) and use them in your own sentences so as to express their meaning. **7**
- 7** (A) Prepare a resume for the post of Lecturer In Management. **10.5**
- (B) Write notice and agenda for the 6 th meeting of board of director. **7**
- 8** (A) Prepares a resume for the post of an Accountant. **10.5**
- (B) As a secretary of Ambuja cement industries ltd., 6 the floor, Mahatma Gandhi Road,Andheri East, Mumbai,write a notice of 4th meeting of board of director Enclose the agenda of the meeting. **7**