



**D-010-001308**

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

**B. B. A. (Sem. IV) (CBCS) (WEF-2011) Examination**

**March - 2022**

**Communication Skills-III**

*(Old Course)*

**Faculty Code : 010**

**Subject Code : 001308**

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

[Total Marks : 70

- Instructions :** (1) Attempt all the questions.  
(2) Figures on the right indicate marks.  
(3) Mention your options clearly.

- 1** Answer any **TWO** of the following : **14**
- (1) Explain the narrator's experiences in Sahyadri Hills.
  - (2) Describe the end of 'Death Without Grief.
  - (3) Why did the middle-aged man come to the narrator in 'In India, the worst of Both Worlds'?
  - (4) Explain the changes described by the writer in Diwali celebration.
- 2** Write short notes on any **TWO** of the following : **14**
- (1) Describe the incident of operation theatre.
  - (2) A Village School in Sahyadri Hills.
  - (3) The writer's experiences of a music festival.
  - (4) Narrator's condolence visit.
- 3** Draft the reports on any **TWO** of following : **14**
- (1) As a manager of Falcon Plastic Private Ltd. , draft a report on the damage by fire in the factory.

- (2) As a sales executive of Vitcos Laboratories in Surat, draft a report on decline of sales and suggest remedies to increase the sales.
- (3) As a Secretary of Bandhan Bank, Mumbai, you are instructed to inquire into the advisability of opening of a branch office in Ahmedabad. Draft a detailed report.
- (4) The principal of a college has appointed a committee of three lecturers to make a plan for organizing Youth Festival. Draft a suitable report.

4 Write any **TWO** of the following: 14

- (1) Write a notice and agenda about the annual general meeting of Ajanta Industries Ltd., Ahmedabad.
- (2) Write a minutes of the annual general meeting of Ajanta Industries Ltd., Ahmedabad.
- (3) Write minutes as the Secretary of the Staff Association of your organization for the meeting held to elect the office-bearers, nomination and deciding time, date and place of the election.
- (4) Draft minutes of the meeting of Gandhi Chambers of Trade held at 3 p.m. on 28 September, 2018, with the reference to the report of finance committee, nomination of delegates to the seminar on marketing management and estimation for redecoration of the building.

5 (A) Change the following sentences into indirect speech : 7

(Any **Seven**)

- (1) He said to her, "I am reading a book."
- (2) He said to her, "Are they eating?"
- (3) Raju said, "I have passed the examination."
- (4) Amit will say to me, "You are not kind to me."
- (5) He says, "I am not feeling well today."
- (6) Mr. Sharma said, "I came to this village long ago."

(7) I will go and say to my father, "I am not satisfied with the job that you have found for me."

(8) She said, "My servant has been working in the field since this morning."

(B) Do as directed:

7

(1) Give Synonyms:

- (a) Feel
- (b) Commence
- (c) Appealing
- (d) Accomplished

(2) Give Antonyms:

- (a) Bold
  - (b) Departure
  - (c) Visible
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