

B.B.A. Semester - 2 (CBCS) Examination
March/April– 2019 (New Course)
Communication Skills in English-2(FND)

Time: 2:30 Hours**Marks: 70****Instructions:**

1. All questions are compulsory.
 2. Figures to the right indicate marks.
-

- Que-1 Prepare dialogues. (2 out of 3) (14)
- (1) Rihaan and Divyam are old friends. Once Rihaan meets Divyam accidentally on the way. They go to a nearby restaurant. They reminisce their old days and enjoy the food.
 - (2) Sharma family wants to go to Delhi, so Mr. Sharma goes to a travel agent for the inquiry of the flights, timings and fares. Finally the travel agent books their tickets.
 - (3) Ms. Kavita and her friend, Amita, want to participate in a cooking competition. So they converse about the food dish, recipe and ingredients and decide to participate in it.
- Que-2(A) Write a note on the following. (Any One) (07)
- (1) Salutation
 - (2) Outward appearance of business letter
- Que-2(B) Write a letter of the following. (Any One) (07)
- (1) Aashirvad Mobiles Store, Rajkot intends to purchase mobile accessories for their shop from Atul Telecom Parts Ltd, Ahmedabad. Draft a letter inquiring their terms of payment, transportation, the period of dispatch, price list and other details.
 - (2) M/s Shinde Brothers, Mumbai acknowledge receipt of an inquiry and give generous terms of business for the supply of ready-made garments. Draft the letter.
- Que-3(A) Attend any one of the following. (07)
- (1) Prepare a notice and agenda of the Board of Directors' meeting of Ghanshyam Tools Manufacturing, Pune, to be held, arranging the following items in proper order.
- Report of the finance committee, appointment of an accountant, minutes of the last meeting, proposal for buying machinery for new plant, opening of new branch office in Gujarat, any other business and date of next meeting.
 - (2) Draft the minutes of the above mentioned meeting.
- Que-3(B) Prepare advertisement of the following. (Any One) (07)
- (1) Educational Institute
 - (2) Herbal Beauty products
 - (3) Smart TV

Que-4(A) Answer the question. (Any One) (07)

- (1) What is Reading? State its importance in language learning.
- (2) Write in detail about the types of reading.

Que-4(B) Read the following passage and answer the questions below it. (07)

It is a fundamental and deplorable error by which we in this country have confused education with the acquisition of knowledge and interpreted knowledge itself in a singularly narrow and illiberal sense. To give the student knowledge is necessary to build up in him the power of knowledge. It would hardly be a good technical education for a carpenter to be taught how to fell trees so as to provide himself with wood and never to learn how to prepare table, chairs and cabinet or even what tools are necessary for his craft. Yet this is precisely what our system of education does. It trains the memory and provides the students with a store of facts and second hand ideas. The memory is the wood – cutters axe and the store he acquires is the wood he has cut down in his course of tree – felling. When he has done this the university says to him, we now declare you a bachelor of carpentry, we have given you a good an sharp axe and a fair nucleus of wood to begin with. Go on, my son, the world is full of forests and provided the forest officer does not object you can cut down trees and provide yourself with wood to your heart is content. Now the student who goes forth thus equipped, may become a great timber merchant but, unless is an exceptional genius, he will never be even a moderate carpenter. Or to return from the smile to the facts, the graduate from our colleges may be a good clerk, a decent vakil or a tolerable medical partitioner, but unless he is an exceptional genius, he will never be a great administrator or a great lawyer or an eminent medical specialist.

Questions:

- (1) Which is the fundamental error in our thinking about our education in India?
- (2) What is more necessary then to give the student knowledge?
- (3) What does our present education system do?
- (4) What is memory compared to? Why?
- (5) What can the modern graduate from our college become?

Que-5(A) Fill in the blanks with proper Modals. (Any Five) (05)

- (1) They _____ be sleeping at that time. (will, shall, must)
- (2) Anybody _____ commit mistake. (can, may, shall)
- (3) _____ you live long, my son! (shall, might, may)
- (4) I _____ try to behave better next time. (would, will, can)
- (5) We _____ follow the rules of traffic. (would, could, should)
- (6) Dr.Sen _____ smoke pipe. (ought to, used to, need to)

Que-5(B) Change the voice. (Any Five) (05)

- (1) Farmers use tractors and thrashes.
- (2) Did Gandhiji agree to British plan?
- (3) How many dresses did you buy last year?
- (4) Do not insult the weak.
- (5) The cleaner may give the purse to the owner.
- (6) My mother is cooking Punjabi food.

Que-5(C) One word substitution (Any Four) (04)

- (1) Funny imitation of a poem.
- (2) An unknown person.
- (3) One who draws maps and charts
- (4) Longing for something
- (5) One who has many talents
