

B.B.A. Semester - 1 (CBCS) Examination**Oct/Nov. -2019 (NEW COURSE)****COMMUNICATION SKILLS IN ENGLISH - 1(FOUNDATION)****Time: 2:30 Hours****Marks: 70****Instructions:**

1. All questions are compulsory.
 2. Figures to the right indicate marks.
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Que-1(A) Answer the following questions in one sentence. (06)

- (1) From which language is the word 'communication' originated?
- (2) Who is sender in the process of communication?
- (3) What does verbal mean?
- (4) Talking on phone is what type of communication?
- (5) Give one example of written communication.
- (6) Write any one critic name who has define communication.

(B) Answer the following question :(Any Two) (08)

- (1) How is communication important in 21st century?
- (2) Discuss advantages and disadvantages of oral communication.
- (3) Elaborate the process of communication in brief.

Que-2 (A) Answer the following questions in one sentence : (06)

- (1) Write any two C's name.
- (2) How many levels of communication are there?
- (3) Give one example of psychological barrier.
- (4) What is body language?
- (5) What does white color mean?
- (6) Draw any one symbol which has message.

(B) Answer the following question : (Any Two) (08)

- (1) Write a note on linguistic barriers.
- (2) Explain facial expression and gestures in detail.
- (3) Discuss upward and downward levels.

Que-3 Attempt any Two dialogs: (14)

- (1) Prepare a dialog between you and your friend discussing about both of your favourite book.
- (2) You are introducing your brother to your friend. Prepare a dialog.
- (3) You are meeting your neighbor in the morning. Make a dialog by sharing greetings and talking leave.

Que-4 (A) Attempt Any One letter: (06)

- (1) Write a letter to Forest Officer requesting to provide sapling for plantation in your society garden during monsoon.

- (2) Draft a letter to HOD of your department for providing one week medical leave.
- (B) (1) Submit a Annual progress report of Sales department of Methurdas Toys Pvt.Ltd. (08)
Nagpur as a Sales Manager to your Senior.
- (2) Draft a Committee report on observing Junagadh is a better place to start a branch of Hotel Fern and submit it to authority as an In-charge of team.
- Que-5(A) Fill in the blanks with proper verb forms given in bracket: (05)
- (1) When _____ he _____ from Gym tomorrow? (to return)
- (2) Sonaxi never _____.(to lie)
- (3) My mom _____ delicious dish for guests now. (to cook)
- (4) When he reached at home, we _____. (to dance)
- (5) Guide _____ just _____ the information of this lake. (to give)
- (B) Identify underlined parts of speech: (05)
- (1) What is your answer for this puzzle?
- (2) Don't spit here.
- (3) England is the new winner of Cricket World Cup.
- (4) Oh! It is sad to hear such news.
- (5) Please come fast or you will not catch the train.
- (C) Choose the proper answer from the given option: (04)
- (1) Your principles of life _____ different than mine. (are, is, have)
- (2) Did you _____ this glass? (break, brake)
- (3) India always wanted _____ from neighbor countries. (piece, peace)
- (4) Neither I nor my friends _____ stolen your ring. (have, has, are)
