

B.B.A. Semester - 3 (CBCS) Examination
Oct/Nov. - 2019 (Old Course)

PERSONALITY DEVELOPMENT & COMMUNICATION SKILLS (FOUNDATION)

Time: 2:30 Hours

Marks: 70

Instructions:

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

Que-1 [A] Write a Short Note on Any One [10]

1. The Boy Who Broke the Bank.
2. Three Questions.
3. Tom.

Que-1 [B] Explain Any Two references [10]

1. 'Say, Jim, I'll fetch the water if you 'll whitewash some.'
2. 'Then I want to draw a cheque.'
3. I'd be verger of st. peter's, Melville square.'
4. 'Let me take the spade and work a for you.'

Que-2 Answer the following question(Any Two) [10]

1. Why does the narrator deposit fifty-six dollars and then want to withdraw six dollars?
2. What is interesting about beggar?
3. Describe the mood expressed in the opening paragraph of the story 'Whitewashing the fence'.
4. What Problems does Albert face in his Cureer?

Que-3 [A] Attempt Any One Letter [10]

1. Draft a Complaint Letter regarding Damaged Parcel of Hand-watches which were ordered for your shop.
2. Draft an Adjustment Letter in response to complaint for Damaged Parcel of Hand-watches.

Que-3 [B] Attempt Any One Press Release [10]

1. Draft a Press Release on behalf of Secretary of Ministry of Education declaring various schemes applicable for bright students in Higher Studies.
2. Draft a Press Release on behalf of Director of Rotary Club, Ahmadabad for successfully organizing 'Environmental Awareness Program'.

Que-4 [A] Fill in the blanks with the help of Modal Auxiliaries given in the bracket.

[10]

1. The Train_____ arrive late today.
(1) May (2) Will (3)Should
2. The virus_____ damage your files.
(1) Must (2) Can (3)Should
3. _____ You please give me some space for sitting?
(1) Must (2)May (3) Could
4. You _____ read the instructions before taking it.
(1) Could (2) Can (3) Should
5. Some participants _____ bring their papers tomorrow.
(1) Must (2) Need to (3) Will
6. David _____ catch the ball sharply when he fielded as keeper.
(1) Shall (2) Would (3) Should
7. _____ We take the glass for drinking water?
(1) Will (2)Must (3)May
8. He _____ to behave boldly in the absence of his father.
(1) Dares (2) Needs (3) Has
9. Sharmila _____ break her record in long jump today.
(1) Should (2) Shall (3) May
10. We _____ have our final Match against England.
(1) Could (2) Should (3) Will

Que-4 [B] Define the following terms.

[10]

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| 1. Collection | 2. FCAI | 3. Free Port |
| 4. Balance of Trade | 5. Customs | 6. EMC |
| 7. General License | 8. Piggybacking | 9. Schedule B |
| 10. Validated License | | |
