

B.B.A. Semester - 1 (CBCS) Examination**Feb/Mar. -2021 (NEW COURSE)****COMMUNICATION SKILLS IN ENGLISH – 1 (FOUNDATION)****Time: 1:30 Hours****Marks: 42****Instructions:**

1. Figures to the right indicate marks.
2. There are five questions in the question paper.
3. Answer any three of the following questions.

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- Q.1(A). Give answers in one line. (08)
1. What is the meaning of Communication?
 2. What is decoder?
 3. What is the importance of communication in business?
 4. Write the two types of verbal communication.
 5. What do you mean by 'Barriers' to the communication?
 6. Give two situation of oral communication.
 7. What is non-verbal communication?
 8. What do you mean by feedback?
- Q.1(B) Answer the following. (any three) (06)
1. Definition and process of communication.
 2. Socio-psychological Barrier.
 3. Down ward communication.
 4. Verbal Communication.
- Q.2 Write any two short notes of the following. (14)
1. Process of communication.
 2. Any two barriers in communication.
 3. Advantages and disadvantages of written communication.
- Q.3 Write dialogues on the following. (any two) (14)
1. Dhara, a young girl goes to a food zone with her elder brother prayag. They visit two food parlour and order various food items.
 2. Shyam and Jay are young college students. They talk about their studies, favourite subjects and their future career.
 3. Two college friends meet at the library and they discuss about their favourite book.
- Q.4(A) As a student leader, write a letter to the principal of your college requesting him for inter-college sports competition in your college. (07)
- Q.4(B) Report writing. (07)
- As a company secretary, draft a report on your choice of a suitable site for the proposed factory of your company near Jamnagar.
- Q.5(A) Fill in the blanks with proper verb forms. (05)
1. I never _____ pet-dogs when I was young. (like)
 2. Work hard and you _____ the prize. (win)
 3. The climate of Mumbai _____ not _____ me. (suit)
 4. My neighbours _____ here for the last ten years. (live)
 5. You _____ this news already, so I need not repeat it. (hear)
- Q.5(B) Identify the underlined parts of speech. (05)
1. Give a suitable title.
 2. All children like toys.
 3. The fat boy runs fast.
 4. Money is the root of all evil.
 5. He built himself a house of sticks.
- Q.5(C) Choose the proper word from the option. (04)
1. Krutika and not her friends _____ come. (has/have)
 2. The number of visitors _____ much larger than expected. (was/were)
 3. I am tired of listening to _____. (advice/advise)
 4. You will _____ your dog if you don't tie it up. (lose, loose)
