

B.B.A. Semester - 1 (CBCS) Examination**Feb/Mar. -2021 (OLD COURSE)****COMMUNICATION SKILLS & BUSINESS WRITING (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) Answer the following questions in one line. (08)
1. Who is receiver?
 2. What does white color mean?
 3. What is Decoding?
 4. Give an example of communication through signal.
 5. What kind of communication 'crying' is?
 6. Define verbal communication.
 7. Give one advantage of oral communication.
 8. Define Encoding.
- Q.1(B) Answer the following questions. (06)
1. Discuss advantages and disadvantages of oral communication.
 2. Describe body language in detail.
 3. Explain process of communication.
- Q.2 Short notes. (any two) (14)
1. Signals
 2. Posture
 3. Written Communication
 4. Silence
- Q.3 Attempt any two reports. (14)
1. Draft an Annual Progress Report of Amol Textile Pvt. Ltd. Co as a General Manager.
 2. Prepare Committee Report of Expansion of Varmora Tiles Business in Rajkot on behalf of Committee Head.
 3. Make a Report on Heavy damage due to fire in Bata Shoes Company and Submit to your senior management.
 4. Draft a Report on 'Tree Plantation Program' organized in your college.
- Q.4 Answer the following questions. (14)
1. Draft a Notice and Agendas for Monthly Meeting of Vodafone Telecommunication.
 2. Write a Memo to student for being irregular in class.
- Q.5 Answer the following questions. (14)
1. Prepare a Handout of Diwali Offers by Kajol Beauty Parlor of your town.
 2. Draft a Brochure of Prospect MBA College, Gandhinagar.
