

B.B.A. Semester - 1 (CBCS) Examination**Jan/Feb.-2022 (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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- Que-1 (a) Answer the following questions in one lin. (06)
- (1) What do you mean by Communication?
 - (2) Give one definition of Communication.
 - (3) Who is Encoder?
 - (4) What is Feedback?
 - (5) What is Verbal Communication?
 - (6) Which are the situation of Oral Communication?
- Que-1 (b) Answer the following questions. (Any two) (08)
- (1) Discuss the process of communication.
 - (2) Give the advantages of Oral Communication.
 - (3) Occasions for written Communication.
- Que-2 (a) Answer the following questions in one line. (06)
- (1) What is non-verbal Communication.
 - (2) What is the meaning of 'Paralanguage'?
 - (3) Which are the two types of Vertical Communication.
 - (4) Give types of Grapevine in Communication.
 - (5) What is 'Noise'?
 - (6) What do you mean by 'Coherence' in Communication?
- Que-2 (b) Answer the following questions. (any two) (08)
- (1) Body Language.
 - (2) Downward Communication.
 - (3) Socio-Psychological Barrier.
- Que-3 Dialogue writing. (Any two) (14)
- (1) Dhyana and Dhara are college friends. Their Term-end exam is very near. so they talk about their subjects and its preparation and all exam related matters. Prepare a dialogue on their behalf.
 - (2) Tanvi and Hetvi met each-other at shopping mall after a very long time. They decided to go at coffee shop and there. They talk about their life. Career and family. Draft the dialogue.
 - (3) Aarti and her cousin, Rina met Arti's classmate Krisha when they were in the Park. Aarti introduce her with Rina and they all talk on their study and future goal of life.
- Que-4 (a) Write a letter on the following. (Any one) (06)
- (1) Write a letter to the bank manager requesting him to search in the matter of 20,000 deducted from your account due to cyber fraud, without you being noticed.
 - (2) Draft a letter to the Principal of your college to allow your class to go on industrial visit at Rajkot industrial estate.
- Que-4 (b) Prepare a report on the following. (Any one) (08)
- (1) As the Secretary of Compulink Engineering Co-pune, draft a report on the advisability of opening the company's first branch in Gujarat.
 - (2) Draft the report of a committee appointed to inquire into the causes of a decline in the business of a company, suggesting ways and means to arrest the decline and improve the business

- Que-5 (a) Fill in the blanks by using proper tenses. (05)
- (1) Nurses _____ after patients in hospitals. (to look)
 - (2) The students _____ after the teacher has entered the class. (to reach)
 - (3) I know that this book _____ to you. (belong)
 - (4) Look, the chief guest _____ the Prizes. (distribute)
 - (5) He _____ never _____. (complain)
- Que-5 (b) Identify the parts of speech. (05)
- (1) An honest man never speaks a lie. (Adjective)
 - (2) The soldiers were rewarded for their bravery. (Noun)
 - (3) It is extremely hot today. (adverb)
 - (4) Sign here on behalf of your father. (Preposition)
 - (5) Neither Aman nor Sahil can be trusted. (Conjunction)
- Que-5 (c) Choose the proper word from the option. (04)
- (1) Twelve dozen _____ a gross. (make/makes)
 - (2) My spectacles _____ been lost. (has/have)
 - (3) He likes to eat _____ after dinner. (desert/dessert)
 - (4) Mayur is _____ in gossips. (disinterested, uninterested)
