

B.B.A. Semester - 3 (CBCS) Examination**Nov/Dec. -2021 (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.

- Q.1(A) Write A Short Note on Any One (10)
 1. Nathu 2. Tom 3. Three Questions
- Q.1(B) Explain Any Two references (10)
 1. 'I haven't even received my regular pay'.
 2. 'Say, Tom, let me whitewash a little.'
 3. 'I'd be verger of St. Peter's, Neville Square.'
 4. 'Let me take the spade and work a while for you.'
- Q.2 Answer the following questions (Any Two) (10)
 1. What does Sitaram tell Mrs. Srivastava?
 2. How was Tom feeling on that Saturday morning? Why was he feeling that way?
 3. How does the accountant help the narrator in the beginning?
 4. What problems does Albert face in his career?
- Q.3(A) Attempt Any One Letter (10)
 1. Draft a Complaint Letter regarding Damaged Parcel of toys which were ordered for your shop.
 2. Draft an Adjustment Letter in response to complaint for Damaged Parcel of toys.
- O.3(B) Attempt Any One Press Release (10)
 1. Draft a Press Release on behalf of Principal of SNTD Science College regarding excellent performance by college students in Inter-University Sports event.
 2. Draft a Press Release on behalf of Director of Rotary Club, Junagadh for successfully organizing 'Corona Prevention Awareness Program'.
- Q.4(A) Fill in the blanks with the help of Modal Auxiliaries given in the bracket (10)
 1. You _____ focus on your next match.
 (1) Should (2) Will (3) Might
 2. Irregularity in practice _____ affect your performance.
 (1) Must (2) May (3) Should
 3. _____ You provide me contact details of good book store?
 (1) Must (2) May (3) Could
 4. Police _____ guide you in seminar on Traffic Control.
 (1) Could (2) will (3) Should
 5. All attendees _____ read the instructions before attempting test.
 (1) Must (2) Need to (3) Will
 6. I _____ get up early when I was in Tracking camp.
 (1) Shall (2) Would (3) Should
 7. _____ I take Yoga as an elective subject for my degree?
 (1) Will (2) Must (3) May
 8. You _____ to complete this exercise before you leave
 (1) Dare (2) Need (3) Have
 9. Kohli _____ break his record in next test match.
 (1) Should (2) Shall (3) May
 10. This candidate _____ definitely defeat his opponent in election.
 (1) Could (2) Should (3) Will
- Q.4(B) Define the following terms (10)
 1. Airway bill 6. Customs
 2. Buying agent 7. ETC
 3. Collection 8. Free Port
 4. Consignee 9. General License
 5. consul 10. U.S. Standard Master
