

B.B.A. Semester - 2 (CBCS) Examination
June/July-2022 [NEW COURSE]
Communication Skills in English-2(FND)

Time: 2:30 Hours

Marks: 70

Instructions:

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

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- Q.1 Attempt any two dialogs from the following. (14)
- (1) You are the student of management. You need some books for final year exam. You visit your college library and have talk with librarian for enquiring about books.
 - (2) You have booked rooms in Taj Hotel. In an unavoidable situation , you have to cancel your booking. Prepare a dialog between you and hotel manager for cancelling booking.
 - (3) Kailash is visiting bank for issuing new cheque-book. Draft a dialog between Kailash and manager regarding the subject mentioned.
- Q.2(A) Answer the following questions (any one) (07)
- (1) Discuss various inward parts of business letter in brief.
 - (2) What is the importance of business letter?
- Q.2(B) Attempt any one letter. (07)
- (1) You are running construction business. You are planning to build a huge township. You need electrical items in bulk for this. Send an Enquiry letter to Sangma wholesale store for information and discounts.
 - (2) Draft a replay letter on behalf of sangma wholesale store for their enquiry of electrical items for the newly to be built township.
- Q.3(A) Answer the following question. (any one) (07)
- (1) Draft a notice of annual meeting for rotary club members with president.
 - (2) Draft minutes for the meeting, conducted between president and members of rotary club.
- Q.3(B) Answer the following question. (any one) (07)
- (1) What is advertisement? What is its importance in this age?
 - (2) Make a leaflet advartising about ready-made garment sale.
- Q.4(A) Answer the following questions.(any one) (07)
- (1) What is reading? How can one become a good reader?
 - (2) Discuss various techniques of reading.

OR

Study the following mark sheet and answer the questions below it.

Bhakta Kavi Narsinh Mehta University		
Student Name:- Manoj Chauhan		Seat No. – B-7936
Subject	Marks (Total)	Marks (Obtained)
English	100	96
Accountancy	100	79
Economics	100	85
Maths	100	81
Auditing	100	86
Income tax	100	89
Environment	100	86

Questions:-

1. What is the name of the student?
2. What is the seat No.?
3. In which subject has the student obtained highest marks?
4. In which subject has the student obtained lowest marks?
5. How many marks has the student obtained in English?
6. What is the total of the obtained marks?
7. What is the name of the university?

Q.4(B) Read the poem and answer the questions given below it.

(07)

Whose woods these are I think I know.

His house is in the village, thought;

He will not see me stopping here

To watch his woods fill up with snow.

My little horse must think it queer

To stop without a farmhouse near

Between the woods and frozen lake

The darkest evening of the year.

He gives his harness bells a shake

To ask if there is some mistake.

The only other sounds the sweep

Of easy wind and downy flake.

The woods are lovely, dark, and deep,

But I have promises to keep,

And miles to go before I sleep,

And miles to go before I sleep.

Questions:

- (1) What does 'woods' convey in the poem?
- (2) What is poet doing in this poem?
- (3) Explain the line 'miles to go before I sleep'.
- (4) Give the suitable title to the poem.

Q.5(A) Fill in the blanks with proper modal auxiliaries given in bracket

(05)

(should, may, could, would, can)

- (1) Your poor performance in first test _____ affect final exam result.
- (2) We _____ play different outdoor games in our childhood days.
- (3) He _____ not complete last stage in the competition.
- (4) _____ Dhoni take retirement from cricket?
- (5) Rajesh is extra-ordinary boy. He _____ break his own record.

Q.5(B) Change the voice.

(05)

- (1) Please provide change.
- (2) You can not bring snacks in the theatre.
- (3) The movie 'lagaan' is nominated for Oscar award.
- (4) Don't carry heavy luggage.
- (5) Newton discovered the law of gravitation.

Q.5(C) Define the following terms.

(04)

- (1) Epistle.
- (2) Nepotism.
- (3) Telepathy.
- (4) Amphibian.
