

B.B.A. Semester - 4 (CBCS) Examination
April/May -2022 [NEW COURSE]
Corporate Communication (Foundation)

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(A) Answer the questions. (any two) (10)
- (1) Where does William marris work and what job does he do?
 - (2) How did the lighthouse keeper's job fall vacant?
 - (3) What is the job responsibility of the two junior engineers?
- Q.1(B) Attempt any one short note. (04)
- (1) Skavinski.
 - (2) William Marris.
- Q.2 Answer the question (any two) (14)
- (1) Explain the problem-solving process.
 - (2) What are the types of interviews and discuss each type briefly.
 - (3) What is the importance of adaptability at work place.
- Q.3 Answer the question. (any two) (14)
- (1) Write/prepare a speech on a farewell party to the final year students of the college.
 - (2) Prepare a speech on the occasion of introducing chief guest on stage.
 - (3) What is an interview? For what purpose is it used?
- Q.4(A) Draft an application for the job of marketing executive in a multi-national company. (06)
- Q.4(B) Prepare a resume for the post of human resource manager. (08)
- Q.5(A) Turn into indirect speech. (07)
- (1) I said to him, "Who are you?"
 - (2) The master said to the servant, "Where do you come from?"
 - (3) The man said to his servant, "Do not stay here."
 - (4) Amita said, "Mother, I am going."
 - (5) I said, "it was raining."
 - (6) He said to me, "you answered correctly."
 - (7) She said, "They will have passed examination."
- Q.5(B) Punctuate the sentence. (07)
- (1) Have you applied for any other post
 - (2) Himalaya: the abode of snow
 - (3) What a wonderful place is this
 - (4) Today is Saturday
 - (5) I like pizza pasta and ice-cream
 - (6) I intend to visit France Germany and Switzerland
 - (7) There is a childrens park, near my house
