

B.B.A. Semester - 1 (CBCS) Examination**Nov/Dec - 2022 (NEW COURSE)****COMMUNICATION SKILLS IN ENGLISH - 1(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 following questions in one sentence (06)**
1. From which language is the word communication derived?
 2. Define channel in communication.
 3. What is verbal communication?
 4. Give example of written communication.
 5. Define decoding.
 6. What is feedback in communication?
- (b) Answer the following questions (Any Two) (08)**
1. How is English important to be successful in present age? Explain.
 2. Explain the process of communication in detail.
 3. Discuss advantages of written communication in brief.
- Q.2 (a) Answer the following questions in one sentence (06)**
1. Give the meaning of white color.
 2. What is upward communication?
 3. Give one example of physical barrier.
 4. What is Non-Verbal communication?
 5. Define diagonal communication.
 6. What is conciseness?
- (b) Answer the following questions (Any Two) (08)**
1. Discuss clarity and completeness for effective communication.
 2. Explain facial expression in detail.
 3. Write a note on language barriers in communication.
- Q.3 Attempt any Two dialogs (14)**
1. Nishant and Dharmesh are discussing about their favorite movie. Prepare a dialog between them.
 2. One tourist visits your place and asks questions about your town. Draft a dialog between you and tourist.
 3. Your teacher asked you to introduce yourself in the class. Describe yourself in 10 sentences.
- Q.4 (a) Attempt Any One letter (06)**
1. Write a letter to your friend sharing your experiences of visiting Sasan-Gir during Diwali vacation.
 2. Write a letter to your class teacher for granting one week leave to attend marriage function of your uncle.
- (b) Attempt any One report (08)**
1. Draft a monthly progress Report of Finance, Marketing and Communication departments of Cosmo Steel Pvt. Ltd. Company, Vadodara.
 2. Draft a Committee report on observing workers strike with some demands on behalf of team and submit it to authority.

- Q.5 (a) Fill in the blanks with proper verb forms given in bracket (05)**
1. Suraj _____ just _____ his final draft. (to submit)
 2. I _____ all my money from this bank tomorrow. (to withdraw)
 3. They _____ for tour now. (to plan)
 4. The king _____ this place in 15th century. (to conquer)
 5. Suman _____ for her exam at this time tomorrow. (to go)
- (b) Identify underlined parts of speech (05)**
1. Fight or you will lose.
 2. Don't park your bike there.
 3. He is the excellent player.
 4. She cried loudly.
 5. The monkey jumped onto the roof.
- (c) Choose the proper answer from the given option (04)**
1. I will _____ your form tomorrow. (except, accept)
 2. Mobiles are not _____ here. (aloud, allowed)
 3. Neither my brothers nor my mom _____ fast food. (likes, like)
 4. Please give me a small _____ of cake. (piece, peace)
