

B.B.A. Semester - 1 (CBCS) Examination**Nov/Dec - 2022 (OLD COURSE)****COMMUNICATION SKILLS & BUSINESS WRITING(FOUNDATION)****Time: 2:30 Hours****Marks: 70****Instructions:**

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

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- Que.-1 **Answer the following questions in one line.** (10)
1. Define communication.
 2. Give the examples of visual communication.
 3. Give any two mediums of written communication.
 4. What is verbal communication?
 5. Write the name of any two stages in communication process.
 6. What is para language in communication?
 7. How does touch communicate?
 8. How does green color communicate?
 9. Give any two mediums of oral communication.
 10. What is kinesics?
- Que.-2 (A) **Answer the following questions. (Any One)** (15)
1. Explain the process of communication in detail.
 2. Discuss advantages and disadvantages of oral communication in detail.
- Que.-2 (B) **Write short notes. (Any Two)** (15)
1. Space language
 2. Facial expression
 3. Time
 4. Color
- Que.-3 **Attempt any two reports** (10)
1. Draft a committee report on progress of new business unit of Tasty Biscuits started in Jetpur.
 2. Draft an annual report of Tulsi Paints on behalf of manager of company.
 3. Draft a committee report on damages happened to Apollo Finance Branch due to fire. Recommend ways to recover from the situation in your report.
 4. Prepare a report on proposing the authority to fill vacant position in the company by hiring qualified employees on behalf of HR department.
- Que.-4 **Attempt any one from the following.** (10)
1. Draft a notice of quarterly meeting of Zee Telecom including meeting agendas.
 2. Prepare minutes for the quarterly meeting of Zee Telecom.
- Que.-5 **Attempt any one from the following.** (10)
1. Prepare a questionnaire on college students' usages of smartphones.
 2. Prepare a leaflet for Offers on Smart TVs during Christmas week.
