

B.B.A. Semester - 3 (CBCS) Examination
Oct/Nov - 2022 [NEW COURSE]
Professional 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. How did Tom manage to become wealthy by the afternoon?
2. What makes the author feel nervous in a bank?
3. What does the king want to know? Why does he want to know?

Q.1 (B) Attempt any One short note (04)

1. The verger
2. Nathu

Q.2 Answer the questions. (any two) (14)

1. Why is emotional intelligence necessary? Discuss in brief.
2. What is listening? Discuss the qualities of good listener.
3. What are the characteristics of a person being assertive? Elaborate.

Q.3 (A) Attempt any One Letter (08)

1. Write an Order letter on behalf of Shah stationery ordering various stationery items in bulk.
2. Write a letter inquiring the debtor about the reason for non-payment for the sports items.

Q.3 (B) Write an Email (06)

Write an email to your friend sharing your experiences of visiting tourist places of Gujarat.

Q.4 (A) Change the degree as per the instruction given in bracket (05)

1. Rajesh is as weak as Dinesh. (comparative)
2. Alka loves reading books better than watching movies. (positive)
3. No other singer is as famous as Lataji in India. (Superlative)
4. The Nobel Prize is one of the greatest honors in the world. (positive)
5. No other food is as nutritious as vegetables. (superlative)

Q.4 (B) Identify the type of following sentences (05)

1. Shakespeare wrote *Hamlet*.
2. What a fabulous catch it was!
3. Is she going to perform on this song in function?
4. Please leave me alone.
5. We have not missed single lecture in this semester.

Q.4 (C) Put the proper suffix-prefix in following words (04)

1. Estimate
2. Happy
3. Justify
4. History

Q.5 (A) Do as directed (07)

1. Dr. Pritesh is our new _____. (principle, principal)
2. Government _____ all conditions of employees. (accepted, excepted)
3. Meet me _____. (later, letter)
4. Rose is beautiful _____. (flour, flower)
5. _____ is used in indirect sentence. (whether, weather)
6. What is the meaning of 'take to'?
7. What is the meaning of 'fall in'?

Q.5 (B) Explain any One proverb (07)

1. The wise man has long ears and a short tongue.
2. Learning is a treasure that will follow its owner everywhere.
