

B.B.A. Semester - 4 (CBCS) Examination
March/April-2023 [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. What are the hobbies of Morris? Who are his favorite writers?
 2. Which question is the most challenging one for Skavinski? How does he answer?
 3. Why is it difficult to get a job at the locomotive shed?
- B. Attempt short notes (Any One) (04)**
1. Govind Singh
 2. Mr. Bidwell
- Q.2 Answer the questions (Any Two) (14)**
- A. What are the benefits of adaptability? Discuss in detail.
 - B. Why is positive attitude important? Explain in brief.
 - C. How can one develop problem solving skill? Write a brief note.
- Q.3 Answer the questions (Any Two) (14)**
- A. What things will you care for making your presentation effective and successful? Discuss.
 - B. What are the qualities of good speaker? Elaborate.
 - C. Why is group discussion important for management student? Describe.
- Q.4 A. Write an application for the post of Communication Manager in Anmol Steel Industry, Pune. (06)**
- B. Draft a resume for the post of Sales Manager. (08)**
- Q.5 A. Turn the sentences into indirect speech (07)**
1. Rishabh said, 'She is waiting.'
 2. Karan said to Hiren, "I visited museum yesterday."
 3. Darshana asked Dharmesh, "When will we go to Shimla?"
 4. Anil says to Divyesh, "He likes swimming."
 5. Roshni said to Dhaval, "Please give me 1000 rs."
 6. Kalpesh said to Mayur, "You should work hard for your final exam."
 7. Kamlesh said to Ramesh, "Did you file ITR?"
- B. Punctuate the following sentences (07)**
1. they spent quality time in america
 2. He said he will finish his work by tonight
 3. Why can't you understand my situation
 4. I purchase shampoo soap chocolate from mall
 5. Run fast or You will lose
 6. What a fantastic catch it was
 7. what is your schedule on monday
