

B.B.A. Semester - 2 (CBCS) Examination
March/April – 2024 (As Per Syllabus Year-2018)
Communication Skills in English-2 (FND)

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 Attempt any two dialogs from the following. (14)
- (1) You are the student of management. You visit your college library for referring old question papers as a part of preparation and have talk with librarian for enquiring about the same.
 - (2) Kanak visits Abu for one week vacation with his family. He approaches five star hotel for booking a room and conversate with hotel manager.
 - (3) Manoj is visiting bank for issuing new passbook. Draft a dialog between Kailash and manager regarding the subject mentioned.
- Que.2 Attempt any One letter. (12)
- (1) Write a letter to Samsung Company dealer inquiring about latest mobile phones for Star Electronics showroom.
 - (2) Write a reply letter to Star Electronics showroom on behalf of Samsung Company for the enquiry of latest mobile phones.
- Que.3(A) Answer the following question. (anyone) (10)
- (1) Draft a notice of meeting to discuss agendas in annual meeting of Divine Management Institute. Prepare minutes of meeting.
 - (2) Draft a notice containing agendas for monthly meeting of board members of Rolex industries. Prepare minutes of meeting.
- Que.3(B) Draft advertisement. (any one) (10)
- (1) Prepare a brochure of newly opened restaurant in your city.
 - (2) Make a leaflet advertising about books-fair.
- Que.4 Read the paragraph and answer the questions given below it. (10)
- Sarva Shiksha Abhiyan (SSA) is a flagship programme of Govt. of India with the objective to universalize elementary education by improving human capabilities to all children through extending community owned quality education in a mission mode. It gives emphasis not only to the capacity building of individual and institutions at district, state and national levels, but also empowers them to bring reforms to improve efficiency of the delivery system. Keeping in view the potentiality of distance education as a mode to reach large number of target groups in a limited span of time in a sustainable manner, the Distance Education Programme (DEP) of SSA has been conceived as a national component under the leadership of Indira Gandhi National Open University (IGNOU), New Delhi. The activities undertaken by DEP-SSA mostly empower teachers for their effective participation in curriculum-related activities with greater focus on classroom processes and design such inputs to develop their human potentialities.
- Questions:
- (1) Write the full form of IGNOU.
 - (2) What is SSA?
 - (3) What does SSA emphasize?
 - (4) Who is benefitted by DEP-SSA?
 - (5) What is the message of the paragraph?

Que.5(A) Fill in the blanks with proper modal auxiliaries given in the bracket. (05)

- (1) Dhaval _____ visit his hometown in next month. (will, may, should)
- (2) _____ I take your seat? (may, should, would)
- (3) Rohit _____ hit the maximum sixes in the match. (might, can, must)
- (4) We _____ respect elders. (should, could, would)
- (5) It _____ rain today. (can, must, may)

Que.5(B) Change the voice (05)

- (1) Lakhan purchased the suit.
- (2) Nirav is making chair.
- (3) Bakul will deliver a lecture.
- (4) Rakesh had created this art.
- (5) Sama drives the car.

Que.5(C) Give the one word substitute (04)

- (1) A country ruled by people
- (2) An unknown person
- (3) Doctor who treats children
- (4) List of explanation of words
