

B.B.A. Semester - 1 (CBCS) Examination**Oct/Nov-2025 (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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- Que.1(A) Answer the following questions in one sentence. (06)
- 1) What is communication?
 - 2) Who is called decoder in the process of communication?
 - 3) What is verbal communication?
 - 4) Define Encoding.
 - 5) In which situation Oral Communication happens?
 - 6) Give examples of written Communication.
- Que.1(B) Answer the following questions. (Any two) (08)
- 1) Write about advantages and disadvantages of written communication.
 - 2) Explain the process of communication.
 - 3) Discuss the importance of communication in current time.
- Que.2(A) Answer the following questions in one sentence. (06)
- 1) What is verbal communication?
 - 2) Give two situations in which non-verbal communication takes place?
 - 3) What is Upward communication?
 - 4) What is 'Noise' as barrier to communication.
 - 5) Give two names of C'S of communication.
 - 6) What is the importance of 'Body Language' in communication?
- Que.2(B) Answer the following questions. (Any two) (08)
- 1) Write a note on Physical Barrier.
 - 2) Discuss Downward communication.
 - 3) Body Language.
- Que.3 Attempt any two dialogues. (14)
- 1) Prepare a dialogue between two college friends discussing about New syllabus introduced in their college.
 - 2) Rachana and Dhara are old friends. Suddenly they meet at the market. They talk about their family and career after study. Prepare a dialogue on their behalf.
 - 3) You have gone to watch a movie with your brother. Your college friends meet there. Introduce your brother with your friend. Prepare a dialogue.
- Que.4(A) Attempt any one letter. (06)
- 1) Write a letter to the principal of your college to grant permission to arrange cultural event in your college with proper planning of the program.
 - 2) Draft a letter to police inspector of your city to take action against the increasing crime rate in your city.

- Que.4(B) Prepare a report on the following. (Any one) (08)
- 1) On behalf of surveyor of YES Bank, draft a report on selection of suitable building for the proposed new office at Junagadh.
 - 2) Draft a committee report on the causes of a decline in the business of a company suggesting ways and means to arrest the decline and improve the business.
- Que.5(A) Fill in the blanks with proper verb forms given in bracket. (05)
- 1) He ____ not ____ in Australia. (live)
 - 2) ____ you ____ tennis? (like)
 - 3) The teacher ____ the parents today. (meet)
 - 4) Mohini ____ a novel now. (read)
 - 5) When we ____ our dinner, we went for a walk. (finish)
- Que.5(B) Identify the underlined parts of speech. (05)
- 1) Alas! Everything is lost.
 - 2) Ram and Shyam are friends.
 - 3) Shreya is a famous singer.
 - 4) She gave me the tea quickly.
 - 5) The famous Somnath temple is situated in Gir Somnath district.
- Que.5(C) Chose the proper word from the options. (04)
- 1) One of my sisters ____ going on a trip to France. (is, are)
 - 2) The man with all the birds ____ in my street. (live, lives)
 - 3) This tea might ____ your mood. (effect, affect)
 - 4) This is harder ____ I thought it would be. (than, then)
