

B.B.A. Semester - 2 (CBCS) Examination**March/April – 2026 (New Course)****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.

-
- Que.1 Attempt any two dialogues from the below given situations. (14)
- (1) Dhara and Ami are friends. They went to a Pizza house. They inquired about different types of Pizzas and gave order for selected Pizzas and Cold-drinks.
 - (2) Mr. Patel intends to have a Home Loan from the bank. So he went to bank and inquire about the process and documents to get a Loan.
 - (3) Roshani wants to Purchase a gift article for her friend on her birthday. She goes to a gift shop and select a gift after watching and discussing many presentable items.
- Que.2 Answer the following questions. (12)
- (1) Discuss essential parts of Business Letters.
 - (2) On behalf of Shubham Electronics, draft a letter of trade inquiry for refrigerator.
- Que.3(A) Attend any one of the following. (10)
- (1) Write a notice giving agenda of the second business meeting of the general body of Jio Fibre Opticals Pvt. Ltd.
 - (2) Draft a minutes of the meeting held on the above mentioned subject and agendas.
- Que.3(B) Draft advertisement. (Any one) (10)
- (1) Prepare a Pamphlet to advertise newly opened coaching class for competitive exam in your town.
 - (2) Draft a letter advertising about dhamaka offer at Fast Food Corner offering many menu items at reasonable prices.
- Que.4 Read the following passage and answer the questions below it. (10)
- How is technology impacting our lives? Many research studies are seeking answer to this question and coming up with data and information that is worrisome. As the human race increasingly depends on devices for work and leisure, technology invades every aspect of our lives. We have appliances in our Kitchens and homes, Machines and computers in offices, and of course, an innumerable gadgets without which people feel lost and incomplete.
- In fact, we now try to measure every aspect of our lives with gadgets and gizmos available in the market. These health devices can track routine activities like sleep, exercise, diet, heart beat. Breathing rate, steps taken, water intake and every conceivable aspect of life. Health and fitness band and other wearable apps available in the market. Though many of these apps are truly useful to measure health parameters like blood pressure heart rate, etc for the ailing; they have begun to dominate the lives of people for whom it becomes their personal health information guru. If the health parameters do not match the desired outcome of the application they are using. It causes anxiety and stress.
- Several psychiatrists disapprove of our dependence on gadgets to assess our health. Instead of listening to our own bodies, which are best judge of our physical and mental health, we look at the numbers on the gadget to tell us whether we had a good workout or sufficient and rest full sleep at night. Since every human being is different, can an app accurately match and measure the Parameters of each individual using it? Thus, the advice given by medical Practitioners is that a healthy life is judged by your physical, mental and social wellbeing and not machines of any kind. So use gadgets judiciously and do not let them dictate your life.

Questions:-

- (1) What do health devices do?
- (2) How do these health devices and app dominate the lives of people?
- (3) What should we do to judge our Physical and mental health?
- (4) What do you think? Do such devices measure the parameter of health of each individual? Why?
- (5) What advice do medical Practitioners give?

Que.5(A) Fill in the blanks with proper Auxiliaries. (05)

- (1) My boss said that he _____ be late. (Can, Might, Will)
- (2) You _____ not misbehave in the class. (Can, Must, Shall)
- (3) _____ God help you ! (Can, Should, May)
- (4) Accidents _____ happen at any time in the life of man. (Can, Shall, Would)
- (5) I _____ be there whenever you need. (May, Must, Shall)

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

- (1) Somebody has broken this chair.
- (2) Why has she left her house?
- (3) The boy is Climbing the cliff.
- (4) The mirror was broken by Pratiti.
- (5) Who cooks your food?

Que.5(C) Give one word substitution. (04)

- (1) Doctor who treats children.
- (2) An animal story with a moral.
- (3) A short but amusing story.
- (4) List of explanation of words.
