END TERM EXAMINATION

FIRST SEMESTER [BBA] NOVEMBER-DECEMBER- 2016

Paper Code: BBA-111 BBA (TTM)-111 BBA (MOM)-111	Subject: *Personality Development* *and Communication Skills-I*

Time: 3 Hours   *Maximum Marks: 75*

Note: Attempt any six questions including Q.No1 & Q.No2 of Part A which are compulsory.

PART-A

Q1 Rewrite the sentences effectively.   **(7x2=14)**

(a) My children are all employed, so I have no financial difficulties.

(b) My sister, who is employed as a nutrionist at the University of Michigan, recommends the daily intake of megadoses of Vitamin C.

(c) It is to be hoped that we discover a means to create and absolutely proper and fitting tribute to Professor Espinoza.

(d) Joe was an honest and hard working man. Basically, he never gave much consideration to sitting idly about, doing nothing constructive.

(e) What is your basic understanding of predestination?

(f) Bothered by allergies, a condition that made them sneeze, some of the preschool children had sinus troubles that caused them to miss several days in nursery school this spring.

(g) Citizens who knew what was going on voted him out of office.

Q2 Correct the sentence.   **(1x5=5)**

(a) When I turn forty five I would have been a coal miner for twenty two years

(b) Gas in Alaska is the most cheapest gas in all the world

(c) If I was president I will make health care more afoardable

(d) Today is thursday october eleven 1965

(e) Mary tom and javier are nice people

PART-B

Q3 Discuss in the process of communication and barriers to communication? **(14)**

Q4 Explain the 7C's of communication.   **(14)**

Q5 What is the difference between Circular, Notice, Office Memorandum and Office Order? Explain each of them with suitable example.   **(14)**

Q6 What are the various types of letters? Write a persuasive letter to your customer to buy your product.   **(14)**

Q7 Explain the role of business manners and body language gestures in business dealings?   **(14)**

Q8 Explain the etiquettes required while communicating through e-mail, phone and messaging.   **(14)**