

## AC-113

### B.B.A. I Sem. Examination, Dec. 2019

#### Course : 103 Paper : Business Communication - I

#### (Main & RE Exam.)

Time : Three Hours |

| Maximum Marks : 70

| Minimum Marks : 28

**Note :** There will be three sections. Attempt **all** questions from Section-A (2×10) approx 20 words, attempt any **five** questions from Section-B (4×5) approx 100 words and attempt any **three** questions from Section-C (10×3) approx 500 words.

#### Section - A

1. Change the following sentences into Passive voice.
  - (a) Will you help me?
  - (b) Do you like mangoes.
2. Change the following sentences in simple present indefinite tense :
  - (a) She has never told a lie
  - (b) I shall not be there today.
3. Complete the conditional sentences :
  - (a) If they had not been brave they would have been .....
  - (b) If you like, you may .....
4. Combine the following sentences and make one simple sentence :
  - (a) He come to me. He helped me.
  - (b) He worked very hard. He could not succeed.
5. Give the synonyms of the following words :
  - (a) Anger
  - (b) Grief

6. Give the antonyms of the following words :
  - (a) Ancient *modern*
  - (b) Definite *indefinite*
7. Give one word substitution for following sentence
  - (a) A person who cannot read and write
  - (b) A list of books.
8. Change the following into Indirect speech.
  - (a) He said to me. I write a letter.
  - (b) Ram said to his friend, where is your pen.
9. Make the sentence of following proverb-
  - (a) Bone of Contention
  - (b) In black and white.
10. Differentiate between the words and make sentences :
  - (a) Accept & Except
  - (b) And & End

#### Section - B

1. Discuss 3c's of reading skills.
2. Give some important modern forms of communication.
3. Define Miscommunication.
4. Explain Effective Communication.
5. Explain six habits can you develop to become a more effective listener?
6. How e-mail works?
7. What is non verbal communication?

#### Section - C

1. 'First impression is the last impression'. Explain this term in context of letters.
2. What is Report writing? What steps are to be taken while preparing report?
3. Define listening skills? What are the factors which influence listening?
4. What is business communication? Write essential elements and importance of business communication.