

**AC-605**  
**BBA I Sem. Examination, December-2020**

**Course : 103**

**Paper : Business Communication-I**  
**(Main & RE-Exam.)**

**Time : Two Hours ]**

**[ Maximum Marks : 70**

**[ Minimum Marks : 28**

**Note :** There will be **three** sections. Attempt any **8** questions from Section-A (2×8) approx 20 words, attempt any **four** questions from Section-B (6×4) approx 100 words and attempt any **two** questions from Section-C (15×2) approx 500 words.

**Section-A**

1. Give the synonyms of following words.
  - (a) Accurate
  - (b) Candid
2. Write antonyms of following words :
  - (a) Adopt
  - (b) Conceal
3. Fill the blanks with suitable prepositions :
  - (a) The chairman was quite satisfied \_\_\_\_\_ my findings and approved \_\_\_\_\_ all my suggestions.
  - (b) We must achieve our targets regardless \_\_\_\_\_ the expenses we incur.
4. Make sentences with following phrasal verbs.
  - (a) Bring out
  - (b) Fall in with
5. Correct the following sentences :
  - (a) I cannot locate the purchase file, Did you see it anywhere?
  - (b) All possible means has been tried.

**P.T.O.**

6. Convert into active voice :
  - (a) Second hand books are bought and sold at this shop.
  - (b) Cheques written in Hindi are also accepted here.
7. Differentiate between the words and make sentences :
  - (a) Advise & Advice
  - (b) Cite & Sight
8. Write single word for group of words :
  - (a) To increase the speed of
  - (b) A remedy for all diseases
9. Combine the following sentences and make one simple sentence :
  - (a) He come to me. He helped me.
  - (b) She worked very hard. She could not succeed.
10. Change the following into indirect speech :
  - (a) She said, "I will go to school today".
  - (b) You said, "I will not come to your house".

#### Section-B

1. What is an e-mail? How does it work?
2. What is oral communication? Give example.
3. How technology is used in communication?
4. What are important points to remember to become a good listener?
5. What are various types of letters?
6. What is importance of business communication?

#### Section-C

1. "A business letter should be so worded that it can replace the writer as completely as possible". Discuss.
2. Explain report writing? State the qualities of a good report.
3. What are the principles of an effective business communication?
4. Write a letter from Ashoka tools Ltd., giving quotations for the supply of electrical pumpsets. Emphasise in your letter the installation service, after-sales service and replacement facilities provided to your customers.