

AC-1252

BBA-I Sem. Examination, Dec.-2021

Course : 103

Paper : Business Communication - I

(Main & Re-Exam.)

Time : 1½ Hours]

[Maximum Marks : 70

[Min. Marks : 28

Note : There will be ten questions. Attempt any **three** questions.

1. Attempt **all** questions of this section

- i. The boy, anxious to learn, worked hard. (Pick out complete Subject, then separate Subject-word from its Attributes)
- ii. The audience loudly cheered the Mayor's speech. (Interchange Active voice into Passive voice)
- iii. He jumped up. He ran away. (Combine these 2 sentences into 01 sentence by using participle)
- iv. The plane at 3.30. (arrives, will arrive)
- v. Hurry up! The programme (will start, is about to start)
- vi. I into town later on. Do you want a lift? (drive, will be driving)
- vii. Look at those black clouds. It (will rain, is going to rain)
- viii. I cannot understand (complete by adding suitable noun clause)
- ix. He sold the horse which belonged to his brother (convert complex sentence into simple sentence)
- x. He confessed his crime. (Convert simple sentence into complex sentence)

P.T.O.

2. Answer the following

- a. To give one's authority to another. (Substitute with one word)
- b. To increase the speed of to hasten the progress of (Substitute with one word)
- c. Give the synonym word for 'Abundant'.
- d. Give the synonym word for 'Category'.
- e. Give the antonym word for 'Care'.
- f. Give the antonym word for 'Ancient'.
- g. Make sentences to illustrate their meaning
 - i. Angie, angel
 - ii. Berth, birth
- h. Explain the following Idiomatic expressions and phrasal verbs
 - i. A give and take policy
 - ii. Null and void
 - iii. Build up
 - iv. Carry on

3. Write a letter to the Director of Education, applying for appointment in the educational service. Attach your CV as an enclosure to this letter.

4. What do you understand by paraphrasing? Elaborate the features of a good paraphrasing.

5. What do you mean by Business Communication? Discuss and Classify the various letters.

6. Draft a letter to Brite Watch Company, Bangalore enquiring about the price and time of delivery of umbrellas, waterproof bags and jackets.

7. Define and discuss the process of communication. Also classify Communication.

8. Discuss the barriers to communication. How can these barriers be removed to make an effective communication?

9. Define listening. Discuss the principles and process of listening.

10. Discuss the importance of effective listening. Explain barriers & guidelines to effective listening.