



RB-1712

First Year B. B. A. (Sem. II) Examination

April/May - 2010

Communication Skills - II

Time : Hours]

[Total Marks :

Instructions :

(1)

नीचे दर्शायेव निशानीवाणी विगतो उत्तरवही पर अवश्य कर्णवी. Fillup strictly the details of signs on your answer book.	Seat No. :
Name of the Examination :	<input type="text"/>
<input type="text" value="F. Y. B. B. A. (Sem. 2)"/>	<input type="text"/>
Name of the Subject :	<input type="text"/>
<input type="text" value="Communication Skills - 2"/>	<input type="text"/>
Subject Code No. : <input type="text" value="1"/> <input type="text" value="7"/> <input type="text" value="1"/> <input type="text" value="2"/>	<input type="text"/>
Section No. (1, 2,.....): <input type="text" value="Nil"/>	<input type="text"/>
	Student's Signature

(2) Indicate clearly the options you choose.

(3) Figures to the **right** indicate marks.

1 Do as directed :

7

(i) Give synonym of : beautiful.

(ii) Collaboration (choose the correct meaning from the options)

(a) instruct a device or a system

(b) working with someone for a special purpose

(c) a particular area of study

(iii) It _____ very hot yesterday.

(use the correct form of 'to be')

(iv) mr. shenoy is visiting chennai.

(use capital letters wherever necessary)

(v) Find out the root word of : engineering

(vi) Write the full form of : LIC

(vii) You should be aware _____ your abilities.

(insert a suitable preposition)

2 Answer briefly any **three** of the following :

9

(a) How does the Net help patients?

(b) Why are some authors nicknamed 'doomsayers'?

(c) What do you mean by 'generation' when you talk about computers?

(d) Describe the birth of the Internet.

(e) Explain Impress.

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[Contd...

- 3 Write short notes on any **three** of the following : 18
- (i) Editing
 - (ii) Telephonic messages
 - (iii) Feedback in Communication
 - (iv) Thesaurus, Lexicon and Encyclopedia
 - (v) Receiver oriented barriers to communication
- 4 (a) Draft the minutes of the meeting of the Executive Committee of Sun Pharmaceuticals Ltd., Ahmedabad. 9
- OR**
- (b) One of the plants of Lunar Steel Co. Pvt. Ltd., accidentally caught fire yesterday. Draft a report as the head of the plant to be submitted to the Chairman of the company informing him about the damage caused by the fire. 9
- 5 (a) Draft a speech to be delivered as the chief guest on the inauguration of a sports club for the workers of a company. 9
- OR**
- (b) As the head of an MBA department, you have been requested to address the students of a BBA college to encourage them to pursue further studies. Draft a suitable speech. 9
- 6 (a) Draft a letter of application in response to an advertisement for the post of a civil engineer in a construction company. 9
- OR**
- (b) Draft a letter resigning from the post of a clerk in M/s Shah Sons Advocate's firm. 9
- 7 (a) Mr. Nair is the head of the HR Department. Mr. Pandya is a fresh graduate. Develop an interview dialogue between the two for the post of a Sales Executive. 9
- OR**
- (b) Develop a dialogue between Mr. Raheja, Lecturer in a college and Mr. Kamal, the General Secretary of the same institute discussing the importance of students' participation in sports activities. 9