

Roll No.

Total Pages : 2

301112

January 2023

BBA (GEN) Re-Appeal - Ist SEMESTER

Presentation & Communication Skills-I (BBA-GEN-105)

Time: 3 Hours]

[Max. Marks. : 75

Instructions :

1. *It is compulsory to answer all the questions (1.5 marks each) of Part-A in short.*
2. *Answer any four questions from Part-B in detail.*
3. *Different sub-parts of a question are to be attempted adjacent to each other.*

PART-A

1. (a) Future tense of "I go to market in the evening". (1.5)
- (b) Punctuate "my mothers cat is called lucy". (1.5)
- (c) Diagram to show process of communication. (1.5)
- (d) Types of communication. (1.5)
- (e) Media of Communication. (1.5)
- (f) Format of Circulars. (1.5)
- (g) Meaning of persuasive letters. (1.5)
- (h) Give *two* examples of business manners. (1.5)

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- (i) Etiquettes of written word. (1.5)
- (j) Types of departmental communication. (1.5)

PART-B

- 2. (a) Give some examples to differentiate between abstract noun and adjective. (7.5)
 - (b) Write principles of effective business communication. (7.5)
 - 3. (a) Write some of barriers of communication with examples. (7.5)
 - (b) Write resignation letter to your company head. (7.5)
 - 4. Write some common errors in business. (15)
 - 5. (a) Explain some of body language gestures. (7.5)
 - (b) How to write the agenda of meeting? (7.5)
 - 6. (a) Prepare notice to declare holidays till 15th Jan. (7.5)
 - (b) Describe the etiquettes of the telephone. (7.5)
 - 7. Discuss and illustrate how to handle business meetings? (15)
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