

(6 & A-7) Seat No.: _____

No. Of Printed Pages: 3

SARDARPATELUNIVERSITY

BBA ISM I Semester Examination

Tuesday, 15th November, 2016

10:00^{am} to 12:00^{noon}

Communication Skills for Management-I UM01FBBS05

Note: Figures to the right indicates full marks: Total Marks: 60

Que. 1 Attempt **any three** questions from the following: (15)

1. What was the story of the old governess?
2. What was the ambition of Andrew's life?
3. Why did Locomotive 38 not drive the car while he was living in the town?
4. Why did Connie not go to Mrs. Winston's house?

Que. 2 a). Fill in the blanks with appropriate verb given in the bracket: (03)

1. We _____ Shimla every year. (visit)
2. Look! The birds' _____ in the garden. (sing)
3. The plane _____ at 6 o'clock tomorrow. (leave)

Que. 2 b). Rewrite the following sentences in Passive Voice: (03)

1. Rihanna writes a letter.
2. Mary can do it.
3. Someone gave me an apple.

Que. 2 c). Fill in the blanks with appropriate Modal given the bracket: (04)

1. _____ I send an application? (Can, Shall, May)
2. You _____ have thought of this before. (May, Must, Can)
3. Help! he _____ be drowned, if no one saves him. (Used to, would, Must)
4. Pay you fees in time lest you _____ be fined. (Should, used to, Might)

Que. 2 d). Write a Paragraph on **any one** of the following: (05)

1. My favorite game
2. Pollution

OR

Que. 2 a). Fill in the blanks with appropriate verb given in the bracket: (03)

1. The train _____ at the station. (arrive)
2. My father _____ to see me next week. (come)
3. In India, women usually _____ saris. (wear)

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(P.T.O.)

Que. 2 b). Rewrite the following sentences in Passive Voice: (03)

1. They are building a new school in Goa.
2. Misha will draw a picture.
3. The doctor will explain everything to you.

Que. 2 c). Fill in the blanks with appropriate Modal given the bracket: (04)

1. _____ I borrow your calculator? (Should, Could, Used to)
2. I feel sick, I eat too much, I _____ not eat so much. (Should, Could, Dare)
3. _____ you help me to start my car?. (Will, May, Shall)
4. She is very talented. She _____ speak six language. (Must, Ought to, can)

Que. 2 d). Write a Paragraph on **any one** of the following: (05)

1. Friendship
2. Reading for pleasure

Que.3 a). Fill in the blanks in the following sentences with the Phrasal Verbs: (05)

1. You appear to be _____ to be a company secretary. (cut out, cut down, cut through)
2. The evidence does not _____ the charges levelled against him. (bear out, back up, back out)
3. If you _____ working hard, your business will soon flourish. (carry on, carry out, carry upon)
4. The inauguration of the plant _____ on Friday last. (come to, come out, come off)
5. I cannot _____ the thrust of this document. (make out, make up, make by)

Que.3 b). Match A with B: Antonyms (05)

A	B
1. humane	plenty
2. lack	cruel
3. rare	lively
4. tedious	common
5. awkward	graceful

Que.3 c). Match A with B: Synonyms (05)

A	B
1. cunning	risky
2. dangerous	deceptive
3. blame	dread
4. panic	accuse
5. zest	enthusiam

OR

2

Que.3 a) Rewrite the sentences giving the right meaning of the underlined idioms: (05)

(took exception, took pains, took to heart, tall talk, stick to the point)

1. The manager _____ to explain the diversification plans to the staff. .
2. Some members _____ to the chairman's remarks and staged a walk-out.
3. _____ does not impress us, good performance does.
4. Mr. Dawan _____ the denial of extension to him and resigned the job.
5. Let us not talk random. Let us _____ and discuss it thoroughly.

Que.3 b) Write one word substitution: (05)

1. One who believes in god
2. A number of battle ships
3. Free from infection
4. One who mends shoes
5. The study of plants

Que.3c) Rewrite the following selecting the right choice from the bracket: (05)

1. We supply _____ reply cards to suit standard situation. (print)
2. Big companies are threatening to _____ small indigenous units. (sell)
3. Many _____ corporation are venturing into fast food business. (national)
4. We are trying to develop some _____ kitchen gadgets. (purpose)
5. The account department appears to have _____ the overheads. (calculate)

Que.4 a) Explain in detail the Attributes of Business Communication. (10)

b) Write a note on the Importance of Business Communication. (05)

OR

Que.4 a) Discuss the process of Communication with appropriate diagram. (15)

All the Best



