

SARDAR PATEL UNIVERSITY
BBA (General) (Semester I) NC
2018

UM01FBBA06 – Communication Skills for Management - I
Saturday, 20th October 2018
02.00 p.m. – 04.00 p.m.

Total Marks: 60

- Q-1 Answer the following questions** 15
- 1 What according to the Baroness was the legend of Cernogratz Castle?
 - 2 Why did Locomotive 38 not drive the car while he was living in the town?
 - 3 What did Connie find under the bed?
- OR**
- 1 Why was Aram confident that he could drive a car in, 'Locomotive 38'?
 - 2 Why did Connie not know about the burglaries? Who told her about it?
 - 3 Why was Jagannath glad when Brindaban left?
- Q-2 A Fill in the blanks with the right forms of the verbs given within brackets** 03
1. I want _____ the exercises for advanced students (try)
 2. He _____ his granddaughter daily. (call)
 3. She _____ lunch when someone rang the doorbell. (prepare)
- B Change the following sentences to the other voice** 03
1. The girl drove the blue car.
 2. They will open a new restaurant.
 3. Her friend gave her a book.
- C Fill in the blanks with the right forms of the Modal given within brackets** 04
- 1 She looks pretty sick. I think she _____ go to a doctor. (can/ should)
 - 2 You've been driving all day. You _____ be exhausted! (must/ should)
 - 3 You _____ smoke so much. It's bad for your health. (Can't / shouldn't)
 - 4 You _____ eat more vegetables. (will/should)
- D Write a paragraph on: Pollution** 05
- OR**
- Q-2 A Fill in the blanks with the right forms of the verbs given within brackets** 03
1. They _____ TV for the last three hour. (watch)
 2. Nancy and James _____ good German. (speak)
 3. We _____ this issue a few times. (discuss)
- B Change the following sentences to the other voice** 03
- 1 They cancelled all the flights.
 - 2 Too many office buildings were built in the city over the last ten years.
 - 3 The news desks were already bought by them
- C Fill in the blanks with the right forms of the Modal given within brackets** 04
- 1 Learning a language _____ be a real challenge. (will/may)
 - 2 This _____ be the right address! (shall/must)
 - 3 Rahul _____ have eaten low-fat foods. That might have prevented his heart attack.
(must/can)
 - 4 You _____ want to have a look at this. (can/ may)

D Write a paragraph on: Cleanliness

Q-3 A Fill in the blanks with the right phrasal verb given within brackets making necessary changes.

[think over, come by, cut down, call upon, look over]

- 1 My doctor wants me to _____ sweets and fatty foods.
- 2 Can you _____ my essay for spelling mistakes?
- 3 I now _____ the President to address the assembly
- 4 I will have to _____ the proposal before I decide
- 5 I hope he _____ his money honestly

B Choose the antonyms of the underlined words in the following sentences from the options given. 05

- 1 He is man of vehement desires.

a. Ardent	b. Emphatic
c. Moderate	d. Fervent
- 2 The child enjoyed only transient happiness. Soon it was wounded in a minor accident.

a. Evanescent	b. Fleeting
c. Ephemeral	d. Permanent
- 3 He is taciturn to talk in front of a large audience.

a. Reticent	b. Withdrawn
c. Reserved	d. Outgoing
- 4 Was what you saw something substantial or only a ghost?

a. Tangible	b. Illusive
c. Palpable	d. Perceptible
- 5 His book is nothing, but a shoddy piece of work.

a. Quality	b. Tawdry
c. Trashy	d. Slipshod

C Choose the synonyms of the underlined words in the following sentences from the options given 05

- 1 There is a solemn silence prevailed as the coffin was carried out of the church.

a. Sacrilegious	b. Impious
c. Irreverent	d. Grave
- 2 In India, still many people live in sordid poverty.

a. Honorable	b. Shabby
c. Upright	d. Unblemished
- 3 The shortage of rice this year is because of scanty paddy harvest.

a. Meager	b. Profuse
c. Copious	d. Lavish
- 4 Action should be taken to remove the opulent vegetation in this area.

a. Affluent	b. Destitute
c. Penurious	d. Acquaintance
- 5 We did all our best to pacify our father.

a. Irritate	b. Appease	c. Inflame	d. Exasperate
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OR

Q-3 A Choose the meanings of the underlined idioms from the options given

1. The cop pulled me over for speeding, but it was my first time so she just gave me a slap on the wrist.
 - a. A mild punishment
 - b. Changing for the better
 - c. Reconsider a decision
 - d. To accept defeat
2. My math homework last night was a piece of cake! I finished it ten minutes.
 - a. Tell a secret
 - b. Skip the irrelevant parts
 - c. Easy to understand or accomplish
 - d. Complaining about a loss or failure
3. Everything the restaurant offers tastes well, and it does not cost an arm and a leg.
 - a. Obstacles in your path
 - b. A large amount of money
 - c. Something good and beneficial
 - d. Avoiding the main issue
4. We were at sixes and sevens for about a week after we moved in.
 - a. Willingness to do something
 - b. Being verbally threatening
 - c. Something that worsens
 - d. To be lost and bewildered
5. When the boy knocked his juice glass off the table his mom said that he was like a bull in a china shop.
 - a. an awkward person
 - b. Do or say exactly the correct thing
 - c. Using any means, fair or foul
 - d. Make all possible efforts

B Give one-word substitute for the following.

05

- 1 Science of origin of universe
- 2 Book of information on all branches of knowledge or on one subject
- 3 A drawing on transparent paper
- 4 A style in which a writer makes a display of his knowledge
- 5 Be the embodiment or perfect example of

C Fill in the blanks by adding suitable prefix or suffix to the words given within brackets.

1. The event was totally _____. It was terrible. (**organize**)
2. After Monday, I will no longer be a foreigner; I am receiving my _____ (**citizen**)!
3. I had to take three months off when I was pregnant, but my boss has been very _____ (**understand**).
4. One of the _____ (**attract**) of the offer is the free training course.
5. I am sorry, but this arrangement is totally _____ (**accept**) to us.

Q-4 Write a detailed note on the process and importance of Business Communication 15

OR

Q-4 A **Write short notes on:** 09

1. Definitions of Communication
2. Encoding and Decoding
3. Channel and Feedback

B Explain the attributes of communication in detail 06

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