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DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE**Mid Semester Examination – Sept./Oct. 2019****Course: B. Tech in CIVIL ENGINEERING****Sem: V****Subject Name: Business Communication & Presentation Skills****Subject Code: BTCVC505****Max Marks:20****Date:-25/09/2019****Duration:- 1 Hr.****Instructions to the Students:****1. All Questions are compulsory.**

		Level BT	CO BTCVC 505.	Marks
Q.1	Answer in one sentence (All Questions carry equal marks)			6
1	What is vocabulary	1	1	
2	Define simple sentence	1	2	
3	What is circular?	1	1	
4	Enlist different types of business letters	1	2	
5	Enlist different types of Graphical representation	1	3	
6	What is E mail	1	3	
Q.2	Solve Any Two of the following.			3 X 2 = 6
(A)	Write short note on body of letter.	2	2	
(B)	Write short note on graphical representation	2	3	
(C)	Explain the characteristics of business letters	2	2	
Q.3	Solve Any One of the following.			3 X 3 = 9
(A)	Write a letter to a contractor requesting to complete the building construction work on time which is currently running behind schedule	3	2	
(B)	Your company manufactures construction equipment's. Prepare a short proposal report for Organising an promotional event for civil contractors and equipment suppliers.	3	3	
*** End ***				