

Roll No. 

Total No. of Pages : 02

Total No. of Questions : 09

BBA (Sem.-1<sup>st</sup>)**BUSINESS COMMUNICATION-I**

Subject Code : BBA-104 (Batch-2012)

Paper ID : [C1124]

Time : 3 Hrs.

Max. Marks : 60

**INSTRUCTION TO CANDIDATES :**

1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
2. SECTION-B consists of FOUR Subsections : Units-I, II, III & IV. Each Subsection contains TWO questions each carrying TEN marks each and student has to attempt any ONE question from each Subsection.

**SECTION-A****I. Do as directed :**

- a. What is an adjective? Give examples.
- b. Give synonyms of : Commence, Fluctuate.
- c. Give antonyms of : Scanty, Flexible.
- d. Correct the following sentences :
  - i) Dr. Anil Sharma eating along with his children, were present in the function.
  - ii) I wish you will not be late for class.
- e. What are the essential qualities of a good business letter?
- f. Give one word substitutes for the following :
  - i) A person who does not smoke or drink.
  - ii) A place where birds are kept.
- g. What is the role of Positive gestures?
- h. When we \_\_\_\_\_ (eat), telephone \_\_\_\_\_ (ring). Fill in the blanks with correct form of the present tense.
- i. After the guest \_\_\_\_\_, the host \_\_\_\_\_ (go, rest). Fill in the blanks with the appropriate past or past perfect tense.

- j. She \_\_\_\_\_ (read) a book, when I \_\_\_\_\_  
blanks with correct form of present tense

**SECTION-B****UNIT - I**

2. Correct the punctuation in the following para

there is a limit to what the Federal Reserve though the reserves of this country are the world the members of the Federal Reserve board to exercise their own minds and their blindly succumb to arguments that have little could lead to disastrous consequences this m it is never wise to follow placidly along w dictate otherwise there is a phrase that crit like to use give an economist a result you wa to justify it

OR

Discuss the Various types of Nouns with exa

**UNIT - II**

Explain the various types of transformed sent

OR

5. Quote the examples for Direct and Indirect s

**UNIT - III**

6. Give in detail the various types of Communic

OR

7. Discuss the essentials of Effective Business C

**UNIT - IV**

8. Draft a circular regarding the change in timin

OR

9. Explain the various business etiquettes on the