

(i) Printed Pages: 3

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(ii) Questions : 7

Sub. Code : 

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Exam. Code : 

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B.B.A. 3<sup>rd</sup> Semester

1128

**ENGLISH & BUSINESS COMMUNICATION SKILLS**

**Paper—BBA 201**

**Time Allowed : Three Hours]**

**[Maximum Marks : 45**

**Note :—** (1) Attempt *all* questions.

(2) Parts of a question should be attempted together.

**SECTION—A**

1. Attempt any *two* questions in **100-120** words each :

(i) Write a short sketch of Hughie Erskine.

(The Model Millionaire)

(ii) How did the Shepherd boy behave like any excellent Judge like of Vikramaditya ?

(The Judgement Seat of Vikramaditya)

(iii) Describe the relationship of Jim and Della.

(The Gift of the Magi)

(iv) Theme of the story 'Fur'.

2½×2=5

**SECTION—B**

2. Answer any *one* of the following in around **350** words :

Write the theme of the story 'The Judgement Seat of Vikramaditya'.

**OR**

The significance of the title 'Fur'.

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3. Read the passage given below and answer the questions that follow :

English is the most widely used language in the world. One in every seven human beings can speak English. English has the largest vocabulary, perhaps as many as two million words. English is also a crazy language. There is no egg in eggplant neither pine nor apple in pineapple and no ham in hamburger. Quicksand works slowly, boxing rings are square and guinea pig is neither a pig and nor is it from Guinea. Perhaps all English speakers should be sent to an asylum for the verbally insane. In which language do people recite a play and play at recital ? Have noses that run and feet that smell ? Why do “a wiseman” and “a wise guy” differ in meaning ? Why are “overlook” and “oversee” antonyms ? Why are “quite a lot” and “quite a few” alike ? English was not invented by computers. It has the creativity of the human race. That is why when stars are out they are visible, but when lights are out they are invisible. And why, when I wind up my watch I start it, but when I wind up the essay, I end it.

- (i) What are the strengths of the English language ?
- (ii) Give example that English is a crazy language.
- (iii) How many can speak English ?
- (iv) What is amusing in English ?
- (v) Give in simple English the meanings of the following :
  - (a) Oversee
  - (b) Visible.

1×5=5

4. Match the words under 'A' with their meanings under 'B'

**A**

- (i) Invisible
- (ii) Vanish
- (iii) Ignite
- (iv) Mandatory
- (v) Enable

**B**

- (a) Disappear
- (b) Not visible
- (c) Compulsory
- (d) Inspire
- (e) Make able

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5. Write a letter to S.M.O. for the cleanliness drive in the area to prevent dengue.

**OR**

Write a letter to the S.D.M. for the problem of stray cattle and stray dogs in the city.

5

6. Attempt any *four* of the following :

- (i) Draft a public notice regarding not using crackers in the city.
- (ii) Write an advertisement for selling a bike.
- (iii) Write a memo to report the sales of furniture.
- (iv) Draft a tender notice for the purchase of office machinery.
- (v) Draft an auction notice for the old house.
- (vi) Frame a public notice announcing the meeting of teaching staff.

$2\frac{1}{2} \times 4 = 10$

7. Write short notes on any *two* of the following ;

- (i) What is good communication ?
- (ii) Formal and informal communication.
- (iii) Listening.

$2\frac{1}{2} \times 2 = 5$