

(i) Printed Pages: 3

Roll No.

(ii) Questions : 7

Sub. Code :

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Exam. Code :

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Bachelor of Business Administration 4th Semester
(2054)

ENGLISH & BUSINESS COMMUNICATION SKILLS

Paper-BBA-221

Time Allowed : Three Hours]

[Maximum Marks : 45

Note :—(1) Attempt **ALL** questions.

(2) Write in a neat and legible hand.

SECTION—I

1. Answer any **TWO** questions in **100-120** words each :—

(a) Draw a character sketch of Ananda.

(b) “Bores, as a rule, are bores always”. Discuss.

(c) Describe briefly the significance of the title ‘El Dorado’.

(d) Which aspect of the behaviour of married couples offends Charles Lamb the most ?

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

(a) What is the message of Tagore’s play ‘Chandalika’ ?

(b) “A true bore is always unconscious about his unpleasant behaviour”. Elaborate.

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3. Match the words under Column A with their meanings under Column B :

Column A

Trample

Invocation

Bewilder

Pondering

Diligence

Vicious

Column B

Puzzle

Corrupt

Thinking

Crush

Prayer

Hard work

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SECTION—II

4. Write a report to Branch Manager telling him about increase in production of various products of company.

OR

Draft a report regarding workers' Agitation for higher bonus and salary.

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5. Make a précis of the following passage and give a suitable title :

Shopping is essentially a feminine occupation. It requires discrimination, patience and tact and though these qualities are not the monopoly of women, no one will deny that women exhibit them more often than men, at least in the sphere of shopping. But more than this it is clear that these qualities have to be utilised even for small ends. A man may reveal

those when he is to select a tie, a hat or a pair of shoes. But women have an infinite interest in small things. They are penny wise. The difference between a man and a woman is that a woman handles life from the right end while a man starts at the wrong end. A man cares more for bigness and size, while a woman is interested in the small but indispensable things of life. Man lives more in the world of everyday facts. This is the reason why man is more often a failure than a woman. This also explains why women are such adepts in shopping. They are solicitous about the quality of vegetables that they cook, the texture of the clothes that they wear and the price of the furniture that they use. These may be petty things in the eyes of men, but who will deny that they are the stuff of life.

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6. Discuss in detail different form of Non-Verbal Communication.

OR

What is Email ? Discuss its advantages and disadvantages.

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7. Draft a Curriculum Vitae for the post of Medical Officer by U.T. Administration.

OR

Draft a Curriculum Vitae for the post of Sales Manager.

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