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(104)

SEAT No. \_\_\_\_\_

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SARDAR PATEL UNIVERSITY

BBA (G) (Semester I)

2017

UM01FBBA06 – Communication Skills for Management - I

Tuesday, 7<sup>th</sup> November 2017

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. Where did Andrew work?
  3. Why did Locomotive 38 not drive the car while he was living in the town?
  4. What did Connie find under the bed?
  5. How did Nitai Pal die in 'The Trust Property'?

OR

- Q – 1** Answer the following questions 15
1. Who was Amilie really?
  2. What was the difference between Andrew's and Redbrook's attitude towards racing?
  3. Why was Aram confident that he could drive a car in, 'Locomotive 38'?
  4. Why did Connie not know about the burglaries? Who told her about it?
  5. 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. He \_\_\_\_\_ the book on the table. (lay)
  2. John \_\_\_\_\_ much about computers. (Know +not)
  3. My brother \_\_\_\_\_ at a bank. (work)

- B** Change the following sentences to the other voice 03
1. I saw him yesterday.
  2. They found snake in the garden.
  3. The new phone will be brought by James.

- C** Fill in the blanks with the appropriate modals that indicate the moods given within brackets 04

1. You \_\_\_\_\_ not smoke in the hospital. (must, might, shall)
2. It \_\_\_\_\_ rain tomorrow! (may, can, ought to)
3. When i was younger I \_\_\_\_\_ run fast. (can, may could)
4. I \_\_\_\_\_ not buy tomatoes. There are plenty of tomatoes in the fridge. (can, must, need)

- D** Write a paragraph on: Importance of Cleanliness 05

OR

- 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)

(1)

(P.T.O.)

**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 appropriate modals that indicate the moods given within brackets**

04

1. She is over there. \_\_\_\_\_ you see her? (will, may, can)
2. Rima \_\_\_\_\_ swim when she was one year old. (can, could, would)
3. They \_\_\_\_\_ work hard if they want to have good marks. (must, may, will)
4. \_\_\_\_\_ you understand Professor Larsen's lecture? I found it really difficult. (can, could, shall)

**D Write a paragraph on: My Dream India**

05

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

05

[carry on, come across, get rid of, take down, run out, ]

1. The hospital \_\_\_\_\_ of Oxygen at the crucial time.
2. He \_\_\_\_\_ notes in every lecture.
3. Finally, he \_\_\_\_\_ her after fight.
4. He \_\_\_\_\_ his studies although he had no money.
5. I \_\_\_\_\_ your friend in the street last night.

**B In each row there is one word that is the Antonym of the underlined word. Find and write in front of it.**

05

No.	Word	Antonym				
1	<u>Melt</u>	pester	listen	cover	guard	Freeze
2	<u>deep</u>	useful	high	narrow	shallow	thick
3	<u>mean</u>	crazy	angry	quiet	kind	lazy
4	<u>energetic</u>	smart	tired	happy	sad	weak
5	<u>timid</u>	alert	frightened	bold	scared	foolish

**C Write the synonyms of the words given below.**

05

1. Occupation
2. Loyal
3. Earth
4. Powerful
5. frighten

OR

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

05

1. Nehru's writing shows that he was a Man of letters.

- a. great politician      b. learned man      c. ambitious person
2. In silent classroom, Asha broke the ice.  
a. broke the silence      b. broke the desk      c. argued with teacher
3. Graduates said to be at sea after graduation.  
a. Enjoy a lot      b. having troubles      c. uncertain or direction less
4. Price hike is the burning question of the country today.  
a. Important issue      b. Useless matter      c. Joint effort
5. Winning first prize, she came with flying colors.  
a. to be successful      b. to be happy      c. to be annoyed

**B Give one word substitutes for the following** 05

1. A book that contains information on various subjects.
2. Fit to be eaten
3. One who dies for a noble cause
4. One who is all powerful.
5. Animals which give milk.

**C Fill in the blanks by adding suitable prefix or suffix to the words given within brackets** 05

1. This achievement will give a different \_\_\_\_ to your career. (mile)
2. He was appreciated and rewarded for his \_\_\_\_\_. (bold)
3. He is successful only with the support of his \_\_\_\_\_ (finance)
4. They are looking for some \_\_\_\_\_ for their sick unit. (patron)
5. No, that answer is \_\_\_\_\_ (correct). It is wrong.

**Q - 4 A Define Communication. Explain the Process of Communication in detail with suitable diagram and examples** 10

**B Write short notes on:** 05

1. Internal Communication
2. External Communication

OR

**Q - 4 A Define Communication. Explain in detail Attributes of Communication** 10

**B Write short notes on:** 05

2. Decoding
3. Response

— X —