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SARDAR PATEL UNIVERSITY
BBA (ITM- 3 YEARS) (SEMESTER - I) NC (CBCS) EXAMINATION
COMMUNICATION SKILLS FOR MANAGEMENT - I
UM01FBBI06

Date : Monday 11th APRIL, 2016

Time : 2:30 P.M. to 4:30 P.M.

Total Marks: 60

NOTE: Figures to the right indicate full marks.

Q-1 Answer the following: **[15]**

- [1] What 'proof' did the Baroness have that the legend was untrue?
- [2] How did Andrew show his nervousness and inexperience between the time he got to the sports ground and the time his race started?
- [3] Why did Nitai Pal stay with Jaganath? How did Nitai Pal die?

OR

Q-1 Answer the following: **[15]**

- [1] Why did the Police want to arrest Locomotive 38? Why did they not arrest him?
- [2] What did Connie find under her bed and Why didn't Connie telephone the Police?
- [3] Why was Andrew not confident of doing well in his race? What was the ambition of Andrew's life?

Q-2 [A] Fill in the blanks with appropriate forms of verbs given in brackets. **[05]**

- [1] Nilesheh _____ Cricket every day. **[Play]**
- [2] _____ you _____ a car yesterday? **[Buy]**
- [3] Jalpa _____ television when the phone rang. **[Watch]**
- [4] Nikita _____ just _____ her lunch. **[Finish]**
- [5] He _____ a new house next month. **[Build]**

Q-2 [B] Rewrite the following sentences with appropriate Modal Auxiliaries given in brackets. **[05]**

- [1] _____ success attend you! **[May, Must, Can]**
- [2] Children _____ obey their parents. **[Shall, Should, Might]**
- [3] She _____ easily lift this box. **[Can, Must, Ought to]**
- [4] How _____ you touch my mobile? **[Should, Will, Dare]**
- [5] _____ you like a cup of coffee? **[Would, Might, Need to]**

Q-2 [C] Write a Paragraph on: My Favourite Game **[05]**

OR

Q-2 [A] Rewrite the sentences with right forms of the verbs given in the brackets. [05]

- [1] I ____ a novel now. [Read]
- [2] Apeksha ____ to Pune tomorrow. [Go]
- [3] Ashish knew all about that film because he ____ it twice. [See]
- [4] ____ you ____ coffee every day? [Drink]
- [5] The Children ____ the Museum last Sunday. [Visit]

Q-2 [B] Change the voice. [05]

- [1] I received a letter yesterday.
- [2] Shall I open the window?
- [3] Nirali is singing a song now.
- [4] Gopi has eaten all the biscuits.
- [5] The thief had stolen my bag.

Write a Paragraph on: My last day in College

Q-2 [C] [05]

Q-3 [A] Choose the most suitable Synonym of the underlined word and rewrite the sentences. [05]

[Goal, Exactness, Pleasure, Frank, Approve]

- [1] His accuracy in the work is excellent.
- [2] Every person should have an aim in his life.
- [3] One should be candid while seeing a doctor.
- [4] Everybody wants comfort in life.
- [5] The Chief Guest accepted the invitation of the programme.

Fill in the blanks with appropriate Phrasal Verbs given within the brackets making necessary changes.

Q-3 [B] [05]

[Bark out, Average out, Blackouts, Break down, Buzz off]

- [1] In the end the highs and lows of life tend to ____.
- [2] The officers expect you to act the moment they ____ the orders.
- [3] When Naresh told Roshni the news, she ____.

[4] Andrew suffers from _____ and isn't allowed to drive.

[5] I have got some stuff to do at home so I am going to _____ now.

Q-3 [C] Rewrite the following sentences selecting the correct Antonym from the brackets.

[05]

[Dull, Rough, Easy, Lethargic, Temporary]

[1] Bharti is a permanent employee of the company.

[2] It is difficult for Virat Kohli to score a century every time.

[3] Salman Khan is an energetic person.

[4] You should be gentle in your behaviour with women.

[5] Dipika is an intelligent girl of the class.

OR

Q-3 [A] Select the appropriate meanings of the underlined Idioms from the options given and rewrite the sentences.

[05]

[1] Roshni is in deep water and needs your help. That's why she comes here to work.

[A] In great difficulties

[B] In great joy

[C] By majority

[D] In a good time

[2] Don't lose patience; things will improve by and by.

[A] lack of importance

[B] Gradually

[C] Ordinary person

[D] Ambiguous information

[3] I hope you will come off with flying colours in your interview.

[A] To be looser

[B] To be victorious

[C] To Regret

[D] None of the above

[4] The office environment is so congenial that the employees feel perfectly at home there.

[A] to feel comfortable

[B] feel uncomfortable

[C] to feel disgusting

[D] Uneasiness

[5] Naresh is completely at sea with this new system of filing the income-tax returns.

[A] Relax

[B] Confused

[C] Easy

[D] Annoyed

Q-3 [B] Give one word substitutes of the following and rewrite it with appropriate answer. [05]

[1] One who looks at the bright side of things

[A] Pessimist [B] Optimist [C] Volunteer [D] Omnipotent

[2] One who does not believe in God

[A] Theist [B] Bankrupt [C] Atheist [D] Cannibal

[3] The study of human mind

[A] Botany [B] Zoology [C] Psychology [D] Orology

[4] A Place where dead bodies are kept for identification

[A] Morgue [B] Postmortem [C] Botany [D] Epitaph

[5] A Woman whose husband is dead

[A] Misogynist [B] Widow [C] Elegy [D] Affidavit

Q-3 [C] Make Suffixes by using the correct forms of the words given in brackets. [05]

[1] The Boss accepted her _____. [Resign]

[2] This _____ should reach to everyone's home through our channel. [Cover]

[3] _____ should be compulsory in every college. [Attend]

[4] At the end of the match, India was declared as _____ of the tournament. [Win]

[5] It is _____ that Policemen should serve the country. [Desire]

Q-4 [A] Describe attributes of Communication in detail. [10]

Q-4 [B] Write a note on the importance of Internal Communication in Business. [05]

OR

Q-4 [A] Elucidate the Process of Communication with a suitable diagram. [15]

All the Best