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SARDAR PATEL UNIVERSITY
BBA – ITM Examination (Semester – I) (NC)

Thursday, 09th March

2017

2:00 P M to 4:00 PM

UM01FBB105/06 - Communication Skills for Management – I

Total Marks: 60

- Q – 1** **Answer the following questions** **15**
1. Who was Amalie really and what she said about the castle in 'The Wolves of Cernogratz'?
 2. Why did Andrew enjoy himself so much after the race in 'The Half Mile'?
 3. What did most of the people in the town think of Locomotive 38?
 4. What were four important things that Connie failed to notice when she was going round the house and garden?
 5. How did Nitai Pal die in the story 'The Trust Property'?

OR

- Q – 1** **Answer the following questions** **15**
1. What was the legend of Cernogratz Castle in 'The Wolves of Cernogratz'?
 2. What mistakes did Andrew make during the race in 'The Half Mile'?
 3. Why did Locomotive 38 not drive the car while he was living in the town?
 4. Who wanted to kill Connie in 'The Uneasy Homecoming'? Why?
 5. Why did Nitai Pal stay with Jaganathin 'The Trust Property'?

- Q – 2** **A Fill in the blanks with the right forms of the verbs given within brackets** **03**
1. There is some mistake in the account. Mahesh _____ just _____ it. (have, calculate)
 2. I don't know where he is right now. Last night he _____ here. (come)
 3. When I saw him he _____ cricket match. (was, watch)

- B Change the following sentences to the other voice** **03**
1. She carved this beautiful sculpture last week.
 2. The road to Kedarnath was closed by the authority due to heavy rain.
 3. Great king built this castle in the 16th century.

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

1. I _____ always beat you at tennis when we were kids. (should, could, would)
2. She _____ be my class teacher next semester. (might, can, must)
3. Don't you _____ touch anything on my table! (should, could, dare)
4. If you studied harder, you _____ have got better marks. (would, could, should)

- D Write a paragraph on: Use of mobile phone in education** **05**

OR

- Q – 2** **A Fill in the blanks with the right forms of the verbs given within brackets** **03**
1. If we start our day early, then we _____ in time. (will, reach)
 2. Instead of going north, he _____ to south and reached Bangalore. (drive)
 3. To attain this position, he _____ very hard for last two years. (has, work)

(1)

(P.T.O.)

- B Change the following sentences to the other voice** 03
1. They are launching new model of this car next month.
 2. He is being interrogated by police.
 3. My mom read the novel in one day.

- C Fill in the blanks with the appropriate modals that indicate the moods given within brackets** 04
1. I hear the whistle. That _____ the five o'clock train. (could, would, can)
 2. It is unbelievable that she _____ have done this. (will, can, might)
 3. You _____ not smoke near petrol pump. (must, will, can)
 4. He _____ surely keep his promise. (may, will, should)

- D Write a paragraph on: Most enjoyable holiday trip** 05

- Q – 3 A Fill in the blanks with the right phrasal verbs given within brackets.** 05
[postponing, cancelled, distribute, forcefully entered to a building, overcome]
1. Somebody **broke in** last night and stole our stereo.
 2. Jason **called** the wedding **off** because he wasn't in love with his fiancé.
 3. The company will have to close if it can't **get over** the problem.
 4. We will **hand out** the invitations at the door.
 5. We are **putting off** our trip until January because of the hurricane.

- B Choose the antonyms of the underlined words in the following sentences** 05
from the options given
1. I didn't mean to yell at you, but you nearly scared me to death.
A. cry B. shout C. whisper D. scream
 2. Do not malign me simply because you are jealous of my wealth!
A. disagree B. compare C. praise D. avoid
 3. Beautiful and slender, she was likewise deadly.
A. alike B. further C. but D. otherwise
 4. The preface of this book is impressive
A. cover B. conclusion C. meaning D. translation
 5. The cruel prison guard did everything he could to debase inmates and make them feel worthless.
A. raise B. destroy C. harass D. torture

- C Choose the synonyms of the underlined words in the following sentences** 05
from the options given
1. Each boom of thunder was loud enough to rattle the window panes.
A. entertain B. vibrate C. maintain D. move
 2. The messy studio from last week had been transformed into a professional art gallery.
A. spotless B. dirty C. clean D. Tidy
 3. Helen got up this morning like a radiant fairy.
A. tired B. splendid C. imaginary D. furious
 4. Russians fortified their position on the battlefield against enemies.
A. lost B. strengthened C. set D. arranged
 5. By this step, government is planning radical change in the system.
A. fundamental B. operational C. immediate D. temporary

OR

Q – 3 A Choose the meanings of the underlined idioms from the options given 05

1. I've been working around the clock for the last week and I'm afraid I won't get my project finished on time.
 - a. in a tower bazaar
 - b. near deadline
 - c. all day and night
 - d. very stressfully
2. One should get up early because the early bird catches the worm
 - a. if you get up early, you will succeed
 - b. you have to catch the train
 - c. you will miss the milkman
 - d. it is a good habit
3. All the orders were given by word of mouth so that no written evidence could be discovered later.
 - a. orally
 - b. sincerely
 - c. confidentially
 - d. secretly
4. Please don't talk to him when he's in a bad mood. It just adds fuel to the fire.
 - a. starts burning
 - b. makes me angry
 - c. aggravates the situation
 - d. delays the problem
5. I cried my heart out when my best friend moved away.
 - a. to tackle a problem
 - b. to weep inconsolably for a long time.
 - c. to shout furiously
 - d. to make a tactless remark

B Give one word substitutes for the following

05

1. A matter that remains unexplained or secret.
2. A person who cannot hear.
3. A person with the legal right to receive property when the owner dies.
4. Beyond the power of nature
5. Doing things according to one's own will

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

1. She was acting in very _____ (child) way.
2. The team that he supported were able to win the _____ (champion)
3. I think you need a _____ of motivation, hard work and perseverance to achieve your dreams. (combine)
4. I could not find any _____ in his theory. (weak)
5. There were only a _____ of people at his wedding ceremony. (hand)

Q – 4 Write a detailed note on the importance of internal and external Business Communication. 15

OR

Q – 4 A Write short notes on: 10

1. Definitions of Communication
2. Encoding and Decoding
3. Channel and Feedback

B Explain the attributes of communication in detail. 05

— X —
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