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No. of Printed Pages: 01

**SARDAR PATEL UNIVERSITY**

**S.Y BBA (GEN) SEM – IV**

**Corporate communication -II (UM04FBBA02)**

Date: 12/04/2016

Marks: 60

Time: 10:30 A.M To 12:30 P.M.

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Q.1[A] Draft a press report on tragic air crash in which a political leader is killed. [08]

[B] Write a note on Paralanguage. [07]

**OR**

Q.1[A] Draft a press report on a heavy rain in south Gujarat. [08]

[B] Write a note on Proxemics [07]

Q.2 A fire broke out in the factory causing heavy damage to plant and machinery. The general manager has instructed the secretary to investigate into the matter for the cause leading to the fire. Draft an individual report. [15]

**OR**

Q.2 The Samson engineering company, Pune appoints a committee to assess the prospects of establishing a factory for manufacturing agriculture implements, scooters, mopeds, motorcycles and spare parts in saurashtra. Reproduce the positive report of the committee [15]

Q.3 Draft a speech on condolence of political leader. [15]

**OR**

Q.3 Draft a speech prime minister on republic day celebration in delhi. [15]

Q.4 Draft the notice and agenda of the first meeting of the board of directors of Reddy and Jag dale limited . [15]

**OR**

Q.4 Draft the minutes of the statutory meeting of S.M Mahadevan and company limited. [15]

*Good Luck*