

SC

No. of printed pages: 1

(A12)

SARDAR PATEL UNIVERSITY
B.B.A. (ISM) (IV Sem.) Examination
Wednesday, 22 April 2015
10.30 am – 12.30 pm
UM04FBBS01 - Communication Skills IV

Total Marks: 60

Note: Figures to the right indicates full marks:

Q.1 A) Draft for publication in an English Daily a report on A Bus- Truck Collision. (08)

B) Explain in detail Space Language. (07)

OR

Q.1 A) Write a Press Note on Convocation Address. (08)

B) Write a note on Kinesics. (07)

Q.2 The Royston Company, Pune have entrusted their secretary to Assess the possibility of opening a new factory of the company somewhere in Gujarat. Draft the Secretary's report. (15)

OR

Q.2 Ramanad Textile and Hosiery Company Ltd. Ahemdabad appoint a sub-committee to Report on the fire accident at their factory. Draft the committee's report. (15)

Q.3 Draft a vote of thanks to mark the end of the One day National conference on Women empowerment. (15)

OR

Q.3 Draft a speech by the secretary of Keith Industries to announce the resignation of the Director. (15)

Q.4 Draft the minutes of the first meeting of the Board of Directors of Agrawal Publication Limited, Baroda. (15)

OR

Q.4 Write the minutes of the Annual General Meeting of the Shareholders of Rivera Fabrication Limited Rajkot. (15)