

[1A]

BBA (Information System Management)

SC

IV Semester Examination

Tuesday, 12 April 2016

10:30PM To 12:30PM

UM04FBBS01 – Communication Skill– IV

Total Marks: 60

Q-1 Draft a press report on the following. (Any one) (15)

1. Report on current issue in India.
2. Sports day celebration in your college.
3. Annual Day celebration in your college.

OR

Q.1 Write a short note on the following. (Any two) (15)

1. Kinesics
2. Paralanguage
3. Physical Context
4. Time language

Q-2 Shahnaz Cosmetics Ltd. Shahpur, Baroda have noticed decline in the sales of their cosmetic items in and around Baroda. They instruct their Sales Manager to inquire into the causes of this decline in sale and suggest suitable steps to improve the situation. Draft the report on behalf of the Sales Manager for submission to the Board of Directors. (15)

OR

Q.2 A committee has been appointed to look into the Deterioration in credit control of your company. Draft the report of the committee stating the Deterioration in credit control of your company. (15)

Q.3 Write the text of a speech you would deliver as Chairman at the 12th Annual General Meeting of Your Company. (15)

OR

Q.3 Draft the following speech. (08)

1. A speech proposing a vote of thanks at the end of Sports Day in your college.
2. A welcome speech to the guest of your college in Sports Say. (07)

Q.4 Write the Minutes of meetings of the Annual General Meeting of your company. (15)

OR

Q.4 Draft a minutes of meetings in your company with committee members about the profit of company. (15)

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