

FACULTY OF COMMERCE AND BUSINESS MANAGEMENT
New CBCS Pattern in Semester System (With effect from 2016-17)
Model Question Paper
B.Com./BBA Examinations
COMMUNICATION SKILLS (Skill Enhancement Course)

Time: Three Hours

Maximum Marks: 40

Section – A (5 x 2 = 10)

1. Answer any Five of the following Questions.
 - a) Back to Back interview
 - b) Difference between Hearing and Listening
 - c) Impromptu Speaking
 - d) Persuasive Essay
 - e) Salutation in Letters
 - f) Agenda Guidelines
 - g) AIDCA
 - h) Circular

Section – B (5 x 6 = 30)

2. a) Explain elements of listening.

or

b) Write a small write up about Swach Bharat that you have listened in recent times.

3. a) Briefly elucidate principles of oral communication.

or

b) Write a brief persuasive essay on cultural festival of south India.

4. a) What are the qualities of a good letter? Explain.

or

b) Prepare a notice and agenda of AGM. Imagine name and address of the company, date, time and place of the meeting and issues to be discussed.

5. a) Prepare a press release on 'Ragging is an offence and is punishable crime' assuming yourself as a police inspector.

Or

b) Prepare a letter of enquiry to purchase computers to your office.

6. Write a resolution for the following.
 - i) Change in the name of the company.
 - ii) Holding a seminar in your college on women empowerment.
 - iii) Appointment of Placement Officer in your college.

or

Write an email with as many details as possible to your friend inviting him to your village for participating in a 'Jatara'.