

BBA 1st Semester Exam., 2013

COMMUNICATIVE ENGLISH

Time : 3 hours

Full Marks : 60

Instructions :

- (i) All question carry equal marks.
- (ii) There are **SEVEN** questions in this paper.
- (iii) Attempt **FIVE** questions in all.
- (iv) Question Nos. **1** and **2** are compulsory.

1. Correct the following sentences (any six) :

- (a) The board is consisting of a chairman and twelve directors.
- (b) I hope that you will enjoy your stay and to visit us again.
- (c) I couldn't understand why the meal costed so much.
- (d) Every summer Venice is full of tourists people.
- (e) I am doing an evening course on computer programming.
- (f) Shall you be coming back this evening?

- (g) If I hadn't been there, the child should have drowned.
- (h) The company was in India since 1956.
- (i) The girl which sits next to me comes from Brazil.
- (j) She told me something which I am sure it will surprise you.

2. Write short notes on any *three* of the following :

- (a) Memo
- (b) Agenda
- (c) Inquiry letter
- (d) Sales letter
- (e) Proposal

Answer any *three* of the following :

3. A well-established private company dealing in foreign trade would like to have a Secretary with good command over English and French. Respond to this with a cover letter and CV.

4. As Sales Manager of 'Zenith Life and Soft Skills Solutions' dealing in communication skill development, draft a sales letter to the prospective clients.
5. Throw some light on the life story of Rahul Bajaj/
Bajaj Group.
6. You have recently attended a workshop on business communication organised by IIM. Write a memo to the Personnel Manager reporting on the various activities of the workshop and the benefits you derived from it.
7. As a Secretary of a public limited company, prepare agenda for a meeting to be called to discuss the cause of frequent strikes by labourers.
