Sanjay Ghodawat University, Kolhapur

2020-21

Established as State Private University under Govt. of Maharashtra. Act No XL, 2017

EXM/P/09/00

Year and Program: FY.BBA	**School of Commerce and Management**	**Department: Management**
Course Code: MBC107	**Course Title: Professional Communication Skills- I**	**Semester : I**
Day and Date:	**End Semester Examination**	**Time : 2 Hrs.** **Max Marks : 50**

Instructions: 1) All Questions are compulsory.
2) Draw suitable diagram wherever required.
3) Figures to the right indicate full marks.

		Marks	Bloom's Level	CO
Q.1	**Answer the following (any Two)**–			
a)	**Do as Directed:**	9	3	1

i. Nikita was painting the wall. (Change into Passive Voice)

ii. I study for the exams. (Change into Present Perfect Progressive)

iii. Write synonyms of the following: **Remote, Surplus**

iv. Choose the appropriate word to fill in the blanks :

She held the _____in her hand. (rains/reins)

v. Write antonyms of the following: **Fact, Premium**

vi. The teacher said, " Water boils at 100º C. "

(Rewrite the sentence into Indirect Speech)

vii. Fill in the blanks with suitable preposition:

I will meet you _ 6 o'clock.

viii. Correct the Mistake: I and my friend will go to Pune.

ix. Make nouns from the following words: **Possible, National**

b)	**Do as Directed:**	9	3	1

i. Rewrite the following sentence using appropriate articles:

'_friend in need is _friend indeed.'

ii. They did bring a new car. (Identify the tense with its aspect)

iii. Correct the Mistake: I am reading the newspaper daily.

iv. Complete the following sentence using an appropriate verb form.

The police __released any information about the case.(hasn't/ haven't)

v. Use appropriate conjunction: You won't pass the test _____ you study. (when, if, unless)

vi. Make adjectives from the following words (Any two) :
Communication, Department, person

vii. I used to play a lot during my childhood.
(Remove 'used to' and rewrite)

viii. Make meaningful sentence with any one of the following idioms and phrases: **stand by , keep on**

ix. Use the correct form of the verb given in the bracket:
Rachana_____ her S.S.C. from SG International School in 2019.
(completes/ completed)

c)	Discuss in detail Verbal and Non-Verbal forms of communication.	9	2	2

Q.2 **Answer the following (any two) –**

a)	List different flows and Networks of communication in organisation.	8	1	3
b)	Explain in detail internal and external communication in business organizations.	8	1	3
c)	State the importance of listening skills in communication and discuss different types of Listening.	8	2	4

Q.3 **Answer the following (any two) –**

a)	Discuss the importance of reading skill for the professional and state different reading strategies.	8	2	5
b)	Explain in detail the characteristics of good précis and mention various steps of writing an effective	8	2	6
c)	Make the Précis of the following passages and provide a suitable titles for each one: i) Machines have, in fact, become the salves of modern life. They do more and more work that human beings do not want to do themselves. Think for a moment of the extent to which machines do work for you. You wake, perhaps, to the hoot of a siren by a machine in a neighboring factory. You wash in water brought to you by the aid of machinery, heated by machinery and placed in basins for your convenience by a machine. You eat your breakfast quickly cooked for you by machinery, go to school in machines made for saving leg	8	3	6

labour. And if you are lucky to be in a very modern school, you enjoy cinema where a machine teaches you or you listen to lessons broadcast by one of the most wonderful machines. So dependent has man become on machines that a certain writer imagines a time when machines will have acquired a will of their own and become the master of men, doomed once more to slavery.

ii)

English education and English language have done immense goods to India, inspite of their glaring drawbacks. The notions of democracy and self-government are the born of English education. Those who fought and died for mother India's freedom were nursed in the cradle of English thought and culture. The West has made contribution to the East. The history of Europe has fired the hearts of our leaders. Our struggle for freedom has been inspired by the struggles for freedom in England, America and France. If our leaders were ignorant of English and if they had not studied this language, how could they have been inspired by these heroic struggles for freedom in other lands? English, therefore, did us great good in the past and if properly studied will do immense good in future.

English is spoken throughout the world. For international contact our commerce and trade, for the development of our practical ideas, for the scientific studies, English-is indispensable "English is very rich in literature," our own literature has been made richer by this foreign language. It will really be a fatal day if we altogether forget Shakespeare, Milton, Keats and Shaw.

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