

# END TERM EXAMINATION

FIRST SEMESTER [BBA] NOVEMBER-DECEMBER- 2016

**Paper Code: BBA-111**

**Subject: Personality Development**

**BBA (TTM)-111**

**and Communication Skills-I**

**BBA (MOM)-111**

**Time: 3 Hours**

**Maximum Marks: 75**

**Note: Attempt any six questions including Q.No1 & Q.No2 of Part A which are compulsory.**

## PART-A

- Q1 Rewrite the sentences effectively. (7x2=14)
- (a) My children are all employed, so I have no financial difficulties.
  - (b) My sister, who is employed as a nutritionist at the University of Michigan, recommends the daily intake of megadoses of Vitamin C.
  - (c) It is to be hoped that we discover a means to create and absolutely proper and fitting tribute to Professor Espinoza.
  - (d) Joe was an honest and hard working man. Basically, he never gave much consideration to sitting idly about, doing nothing constructive.
  - (e) What is your basic understanding of predestination?
  - (f) Bothered by allergies, a condition that made them sneeze, some of the preschool children had sinus troubles that caused them to miss several days in nursery school this spring.
  - (g) Citizens who knew what was going on voted him out of office.
- Q2 Correct the sentence. (1x5=5)
- (a) When I turn forty five I would have been a coal miner for twenty two years
  - (b) Gas in Alaska is the most cheapest gas in all the world
  - (c) If I was president I will make health care more afoardable
  - (d) Today is thursday october eleven 1965
  - (e) Mary tom and javier are nice people

## PART-B

- Q3 Discuss in the process of communication and barriers to communication? (14)
- Q4 Explain the 7C's of communication. (14)
- Q5 What is the difference between Circular, Notice, Office Memorandum and Office Order? Explain each of them with suitable example. (14)
- Q6 What are the various types of letters? Write a persuasive letter to your customer to buy your product. (14)
- Q7 Explain the role of business manners and body language gestures in business dealings? (14)
- Q8 Explain the etiquettes required while communicating through e-mail, phone and messaging. (14)