

VIDYA VIKAS MANDAL'S,
SHREE DAMODAR COLLEGE OF COMMERCE AND ECONOMICS
F.Y.BBA (FS) SEMESTER I

SEMESTER END EXAMINATION, *April* 2017

COMMUNICATION SKILLS (BFS106)

DURATION: 2 Hours

Maximum Marks: 60

Instructions:

- i. All questions are compulsory.
- ii. Figures to the right indicate full marks.
- iii. Begin each question on a new page.

Q.IA. Draft an informational speech about the need for saving water. (06)

Q.II.A. Draft the notice and agenda of the annual board of directors meeting to be held. (06)

II.B. Draft the minutes of a local club meeting held to discuss the (08)

Following agenda:

- (i) Visit to the old age
- (ii) Organising street play
- (iii) Initiating a food/craft self-help group

Q.III. Answer any one of the following (10)

A. Draft a solicited covering application letter in reply to the following advertisement: wanted a dynamic team leader to lead a sales team of 4 members. Interested candidates should send in their detailed resume/CV to the sales manager, Delta group of companies, Verna Industrial Estate.

OR

B. (i). Draft a letter of invitation to the local councillor to be your chief guest for 'Women and Children in Crisis' fund-raising function.

(ii) Draft a letter of gratitude to a doctor who had really helped your father during his recent hospitalization.

Q.IV. You are a student representative of a committee specially (10)
formed to look into the feasibility of starting afternoon classes
for students. Draft a report along with your recommendations.

Q.V. Answer the following questions (4x5=20)

- (i). Candidates physical preparation for an interview.
- (ii). Explain Skimming and scanning as reading strategies.
- (iii). Different types of interviewers.
- (iv). Explain the basic skills needed for speaking.