

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

SEMESTER END EXAMINATION, OCTOBER 2016

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.I. Draft a fiftieth birthday speech to be delivered for a dear aunt. (06)

Q.II.A. Draft a notice and agenda for the meeting to be held in your college to discuss a two day inter collegiate event. (06)

Q.II.B. Draft the minutes of a meeting held to discuss the following events (08)

- (i) Organising a winter camp
- (ii) 'evening with a difference' for the poor
- (iii) Raising funds for the needy

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

A. Draft an unsolicited application letter for the post of a Marketing executive. Enclose your detailed CV/Resume.

OR

B. i. Draft a condolence letter to your employee who has recently lost his mother under tragic circumstances.

ii. Draft a letter of appreciation to your employee who has got your company a lucrative contract.

Q.IV. You are a member of a committee specially formed to find **(10)**

out the feasibility of starting a 'one stop all' shop in your college campus. Draft the report to be submitted to the management. Include your recommendations.

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

(i) Candidates mental/psychological preparation for an interview.

(ii) Give any five points on how to become a better listener.

(iii) Explain WASP.

(iv) Preparation needed before giving a formal speech.