

VIDYA VIKAS MANDAL'S
SHREE DAMODAR COLLEGE OF COMMERCE & ECONOMICS
F.Y.B.B.A. (FS), SEMESTER-I
SEMESTER END EXAMINATION, April 2016

COMMUNICATION SKILLS (BFS E106)

Duration: 2 Hours

Maximum Marks: 60

Instructions:

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

Q.I.A. Draft a condolence speech on the death of your organisation's Founder Chairman. (06)

Q.II.A. You are the President of the Lion's Club of Margao. Draft the notice and agenda for the Annual General Meeting of your Executive Committee. (06)

Q.II.B. You are the Cultural Secretary of the College Student's Council. Draft the minutes of the meeting held to discuss the following agenda: (08)

- (i) Organising of "Fun-Week 2015"
- (ii) Raising of funds/sponsorships
- (iii) Donating the surplus amount for a social cause

Q.III. Attempt any one of the following: (10)

A. Draft a letter of acceptance to the Chairman of The Mixtip Co. Ltd. who has offered you the post of Assistant Manager at their Branch in Margao.

OR

B. (i) Draft a letter of appreciation to your company's Chief Accountant who completed his work within the deadline.

(ii) Draft a letter of congratulations to a senior colleague who has been awarded as the "Best Employee for the Year."

Q.IV.A. You are appointed as the Chairperson of the Anti-Garbage Squad of your College. Write a monthly progress report of how your squad has managed to deal with the garbage menace. (10)

Q.V.A. Answer the following questions:

(4*5=20)

- (i) How should a candidate prepare for a job interview?
- (ii) What are the types of interviewers you are likely to meet at an interview?
- (iii) How should a Job interview be conducted?
- (iv) Explain any five types of interviews.

***** ALL THE BEST*****