

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\*\*\*\*\*