

VIDYA VIKAS MANDAL'S
SHREE DAMODAR COLLEGE OF COMMERCE & ECONOMICS
F.Y.B.B.A. (FS), SEMESTER-I
SEMESTER END EXAMINATION, OCTOBER 2015

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 Farewell speech on the occasion of Farewell to a Senior Colleague on his/her retirement from your company. (06)

Q.II.A. Draft the Notice and Agenda for the meeting of Parents Teacher's Association to be held in your college to discuss the poor performance of students in the ISAs. (06)

Q.II.B. Draft the minutes of the Students' Council Meeting held to discuss the following agenda: (08)

- (i) Organising of the Annual Inter-Collegiate Commerce Fiesta in your college.
- (ii) Raising of funds/sponsorships for the College Magazine.
- (iii) Electing members for the Editorial Committee of the Magazine.

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

A. Draft a letter of application and C.V. for the post of Project Manager at a local N.G.O. which is working for women-empowerment.

OR

B. (i) Draft a letter of condolence to your Manager who lost his 5-year old child in a road mishap.

(ii) Draft a letter of apology to your senior at work for not completing your project within the deadline date.

Q.IV.A. You are the Chairperson of a Committee appointed to study the possibility of starting a fish-canning factory in Goa. Write a report about your findings and recommendations. (10)

Q.V.A. Answer the following questions:

(4*5=20)

- (i) What is an interview? Discuss any four types of interviews.
- (ii) Explain the types of interviewers that a candidate should mentally be prepared to face.
- (iii) How should a candidate prepare for a job interview?
- (iv) How should a job interview be conducted?

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