

(i) Printed Pages : 4]

Roll No.

(ii) Questions : 7]

Sub. Code :

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**Bachelor of Business Administration
4th Semester Examination**

1047

**ENGLISH & BUSINESS COMMUNICATION
SKILLS**

Paper : BBA-221

Time : 3 Hours]

[Max. Marks : 45

Note :- Attempt all the questions neatly. Read the instructions carefully.

Unit-I

1. Answer any *two* of the following questions in about 100-120 words :

- (i) What impact does Ananda's personality have on Prakriti's character ?
- (ii) Which aspect of the behaviour of married couples offends Charles Lamb the most ?
- (iii) Comment on the significance of the title of the essay 'El Dorado'.
- (iv) Where do the bores get their topics from ? $2\frac{1}{2} \times 2 = 5$

N-566

(1)

Turn Over

2. Answer any *one* of the following questions in about **300-350** words :

- (i) Discuss in your own words the theme of Tagore's play 'Chandalika'.
- (ii) Expand the idea : "Bored make cowards of us all."

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3. Match the following words given under Column A with their respective meanings under Column B :

Column A

Column B

Defile

Prayer

Invocation

Weighty

Turbulent

Deep-rooted

Substantial

Uncontrolled

Squander

Make impure, taint

Ineradicable

Waste

5

Unit-II

4. As a works manager, submit a report to the General Manager of your Company on a minor accident that took place on the construction site of your new factory building. (150-200 words).

Or

Draft a report to the General Manager of your Company on the problems faced by women employees serving in your company. Also suggest some possible solutions. (150-200 words).

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N-566

(2)

5. Read the given passage carefully and make a précis :

People may think that it is might that rules. Indeed there are even now many worshippers of brute power. But a little thinking shows that it is knowledge that rules the world. A man of knowledge possesses immense influence. He has the knowledge of the objects around him which mystify or baffle the ignorant. If he is a scientist he studies the phenomena of nature and chains the mighty forces of nature and enlists them to human service. Thus today the forces of nature give us light, energy, comfort and power. A man of knowledge understands his fellowmen and judges them rightly. That is why it becomes easy for him to lead them. He inspires confidence which an ignorant man, however powerful he otherwise may be, never does. In times of danger, the man of knowledge proves himself to be a man of resources. Lastly, such a man knows and understands himself. There is no knowledge greater than the knowledge of self. Knowing oneself means mastering one's passions and controlling one's faculties. This gives one immense power.

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N-566

(3)

Turn Over



6. Define an E-Mail. Give its major advantages.

Or

What is a Teleconference ? What are its major uses ? 5

7. Suppose you wish to apply for the post of a Sub-editor in a newspaper organization. Write your Resume which you would attach with your job application. 5