2012

Time : 3 hours

Full Marks : 80

Candidates are required to give their answers in their own words as far as practicable.

The figures in the margin indicate full marks.

Answer from both the Groups as directed.

Group – A

(Objective Type Questions)

Answer all questions :

1. Choose the correct answer of the following : 2x10 = 20

(a) An important part of language is .......... both active and passive.

(i) Preposition

(ii) Vocabulary

(iii) Tenses

(iv) Punctuation

CX – 30/3 (Turn over)
(b) Choose the wrong sentence:
(i) It is said that he is no more.
(ii) It is a matter of praise.
(iii) It is a strange man.
(iv) It is a laming excuse.

(c) Select the correct preposition:
(i) He takes interest on games.
(ii) He entered at the room.
(iii) He agrees on my opinion.
(iv) He is interested in reading.

(d) Psychological barrier is:
(i) Lack of clarity
(ii) Prejudice
(iii) Emotional feelings
(iv) Noise

(e) To excel in group discussion, it is important to develop:
(i) Interactive skill
(ii) Communication
(iii) Information
(iv) Challenges

CX – 30/3 (2) Contd.
(f) What is the shorter substitute of phrase in the near future?
(i) Now
(ii) Soon
(iii) Although
(iv) On

(g) C.V. is the parts of application, one is covering either and second is:
(i) Biodata
(ii) Information
(iii) Enclosures
(iv) None of these

(h) Advertisements are the forms of presentation:
(i) Formal
(ii) Informal
(iii) Personal
(iv) Non personal

(i) Choose the correct answer of the following:
(a) Which statement would you start a letter or memo?
   (i) We are sending

CX – 30/3 (3) (Turn over)
(ii) Replying to your letter of recent data

(iii) This will acknowledge secript of

(iv) Thank you for

Choose the incorrect sentence:
(i) He told me to come yesterday.
(ii) He finished the work.
(iii) He loves me.
(iv) I hear him lovingly.

Group – B

(Long-answer Type Questions)

Answer any four questions: 15×4 = 60

2. What is Grapevine? How can the management use it boost the morale of employees?

3. What is Negotiation? Explain win-win situation in negotiation with the help of suitable example.

4. What is group discussion? Write the steps of good precise writing.
5. Write a paragraph at least 250 words on any one the following:
   (a) Global Warming
   (b) Unemployment and its solution
   (c) Child labour and its solution
   (d) Leadership

6. What do you mean by encoding and decoding of messages?


8. What is Listening? What is the importance in communication?

9. Write a note on Scrap.

10. Write a brief feature on search engines.

11. Write some important aspects of Internet Protocols.

   ———— ★ ————

   CX – 30/3 (550) (5) BBA(II) / S1 / 12