

BBA 1st Semester Exam., 2019

COMMUNICATIVE ENGLISH

Time : 3 hours

Full Marks 60

Instructions :

- (i) The marks are indicated in the right-hand margin.
- (ii) There are **SEVEN** questions in this paper
- (iii) Attempt **FIVE** questions in all.
- (iv) Question Nos. 1 and 2 are compulsory

1. Fill ups using only definite and indefinite articles (any six) : 2×6=12
- (a) Meet ___ man in blue dress.
 - (b) He is ___ manager.
 - (c) The police booked ___ FIR.
 - (d) He is ___ M.Sc., graduate.
 - (e) Each one should have ___ dictionary.
 - (f) I have ___ car.
 - (g) One day ___ old man came to my village.

- (h) ___ hour before it had happened.
- (i) I waited for ___ hour.
- (j) ___ Ravi phoned you yesterday.

2. Answer any *three* of the following : 4×3=12
- (a) Write briefly what is known as situational conversation.
 - (b) Explain group discussion.
 - (c) Explain dialogue.
 - (d) Explain types of letters.
 - (e) Write any two kinds of official letters.
3. Explain what is speech presentation. 12
4. Explain telephone etiquette. 12
5. Explain what is known as précis writing. 12
6. Explain some important points for discipline. 12
7. Briefly explain various functions and phases of financial communication. 12
