

287/BBA

22-23/20310

**B.B.A. Semester-II (Honours) Examination, 2022-23**

**BACHELOR OF BUSINESS ADMINISTRATION**

**Course ID : 20310**

**Course Code : AECC-02**

**Course Title : English Language and Communication**

Time : 3 Hours

Full Marks : 80

*The figures in the right-hand margin indicate full marks.*

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

**GROUP-A**

1. Choose the best alternative from the following options for each question:  $10 \times 1 = 10$

a) I am amazed \_\_ your conduct.

- i) At
- ii) For
- iii) To
- iv) With
- v) None of these

b) Annex this slip \_\_ the letter.

- i) To
- ii) For
- iii) With
- iv) Into
- v) None of these

c) I appealed \_\_ him for help.

- i) To
- ii) With
- iii) For
- iv) At
- v) None of these

d) I am worried \_\_ the exam.

- i) In
- ii) About
- iii) On
- iv) Of
- v) None of these

e) I am envious \_\_ them.

- i) Of
- ii) About
- iii) In
- iv) On
- v) None of these

f) She suffers \_\_ a heart disease.

- i) About
- ii) In
- iii) From
- iv) On
- v) None of these

g) The teacher set some homework \_\_ the end of the lesson.

- i) About

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- ii) In
  - iii) Of
  - iv) At
  - v) None of these
- h) I am good\_\_ tennis.
- i) About
  - ii) In
  - iii) At
  - iv) Of
  - v) None of these
- i) Green pepper is very rich\_\_ vitamin C.
- i) Of
  - ii) About
  - iii) On
  - iv) In
  - v) None of these
- j) She cares\_\_ the environment.
- i) On
  - ii) In
  - iii) Of
  - iv) About
  - v) None of these

### GROUP-B

2. Answer any **ten** of the following questions:

2×10=20

- a) What is communication?

- b) What is e-mail?
- c) What is seminar?
- d) What is grapevine?
- e) How do you improve writing ability?
- f) Give some examples of channels in multimedia.
- g) Give two purpose of communication.
- h) What is the importance of feedback?
- i) Give the noun and opposite form of the word 'poor'.
- j) What are the basic skills of language learning?
- k) Who did not collect the copy? - make it passive.
- l) Give two disadvantages of verbal and non-verbal communication.
- m) Suggest two remedial measures to overcome the barriers of effective communication.
- n) I doesn't know the truth — correct the sentence.
- o) What did she mean? — make it passive.

### GROUP-C

3. Answer any **four** questions:

5×4=20

- a) Change the mode of narration:

- i) My mother said to me, "Do not run in the sun".

- ii) The teacher said to the students, "you are playing the same game".
  - iii) "Did you have a cup of coffee?", my friend said to me.
  - iv) The giant said, "How selfish I am!"
  - v) The manager said to his servant, "Do your duty first".
- b) Make sentence with the following idiomatic phrase:
- i) Break into
  - ii) Set in
  - iii) Put off
  - iv) Abide by
  - v) Give in
- c) Combine the set of sentence into a single sentence:
- i) I want a car. I may drive it.
  - ii) The woman heard the news. She felt sorry.
  - iii) The thief entered into the room. He had found it empty.
  - iv) I went there. My object was to help him.
  - v) His misery is very great. He can not bear it.
- d) What is speaking? What are the techniques of speaking? 2+3

- e) Write the parts of a report.
- f) What is the each term for upward and downward movement of a communication?

#### **GROUP-D**

4. Answer any **three** questions: 10×3=30
- a) Draft a Report as a manager of a private company, suggesting some measures for rendering better service to the clients and customers.
  - b) Write a paragraph on 'Group Discussion'.
  - c) Write a complain letter to your supplier of baby food, as some of goods last supplied were damaged and request them to replace the damage goods.
  - d) Explain communication process.
  - e) Write a paragraph on 'Debate Competition'.
  - f) Write how to improve writing skill.
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