

B.V. Patel Institute of Business Management, Computer & Information Technology
Uka Tarsadia University
II Internal Examination, BBA 1st Semester
030030122: Business communication

Date:

Marks: 50

Time: 2 hrs.

Q-1 Answer the following. (Any Eight)

16 marks

1. What is Group discussion?
- 2 Give the meaning of following prefixes:
 - a. Auto
 - b. Hetero
 - c. Mono
 - d. Post
3. Why does an interviewer conduct GD during selecting a candidate for job?
4. What are Question Tag?
5. How patience and composure is the key to successful leadership in GD?
6. Define prefix and suffix.
7. What is usage of full stop and comma support with the help of examples?
- 8.
- 9.

Q-2 Answer the following. (Any Two)

20 marks

1. Explain in detail characteristics of successful group discussion, as it plays a major role in skill development.
2. What are the usage of different punctuation marks and capital letter with the help of example?
- 3.

Q-3 Answer the following in detail. (Any Two)

14 marks

1. Discuss in detail the techniques for individual contribution in a GD.
- 2.

(A) Read the sentences and re-writes the underline words, adding to each the correct prefix to reverse the word's meaning:

- a. Electricity has an important place in modern society
- b. Please be comfortable.
- c. Your actions show that you are not practical.
- d. You should be sensitive to cultural differences.

(B) Add appropriate question tags to the following sentences.

- a. She isn't coming,?
- b. He eats too much,?
- c. You should obey the rules,?
- d. He works hard,?
- e. You have finished,?
- f. He often comes late,?

3.