



BRAINWARE UNIVERSITY

Course – B.COM / BBA

Business Communication-II & Language Lab Practice

BBA(HU)301 / BCM(HU)301

(Semester – 3)

Time Allotted: 3 Hours

Full Marks : 70

[The figure in the margin indicates full marks. Candidates are required to give their answers in their own words as far as practicable]

Group — A

(Multiple Choice Type Questions)

10 x 1 = 10

1. Choose the correct alternative of the following :

A. We discussed about the problem so thoroughly on the eve of the examination that I found it very easy to work it out. (Find out the error in the sentence)

- i. We discussed about the problem so thoroughly
- ii. on the eve of the examination
- iii. that I found it very easy to work it out.
- iv. No error.

B. I remember my sister taking me to the museum. (Change the voice)

- i. I remember I was taken to the museum by my sister.
- ii. I remember being taken to the museum by my sister.
- iii. I remember myself being taken to the museum by my sister.
- iv. I remember taken to the museum by my sister

C. The verb 'burn' is a

- i. weak verb
- ii. strong verb

D.! I have not studied for the exam.

- i. Ah
- ii. Alas
- iii. Hurrah
- iv. Bravo

E. ADVERSITY(Pick out the synonym)

- i. Failure
- ii. Helplessness
- iii. Crisis
- iv. Problem

F. FRAUDULENT(Pick out the antonym)

- i. Candid
- ii. Direct
- iii. Forthright
- iv. Genuine

G. Wireless telegraphy is the most of modern inventions.

- i. great
- ii. remarkable
- iii. challenge
- iv. Importance

H. I cannot see she can win.

- i. while
- ii. how
- iii. whereas
- iv. both

I. A person who knows everything is

- i. Omnipotent
- ii. Omniscient
- iii. Omnipresent
- iv. Stoic

J. The idiom 'Let the cat out of the bag' means

- i. Do or say something exactly right
- ii. To succeed; to come up to expectations; adequate enough to compete or participate
- iii. To share information that was previously concealed.
- iv. Would never like to do something

Group — B

(Short Answer Type Questions)

3 x 5 = 15

Answer any **three** of the following

2. Write down the names of the novels of Dickens that we find mentioned in the short story, 'The Man Who Liked Dickens'?
3. Comment on the boat incident in the story, 'The Man Who Liked Dickens'.

4. Describe the place where the books of Dickens was kept by McMaster. Which book did he give Henty to read first?
5. Comment on the ending of 'The Man Who Liked Dickens'.

Group — C

(Long Answer Type Questions)

3 x 15 = 45

Answer **any three** of the following:-

6. What is Kinesics? Illustrate with an example. What are its subdivisions? [5+10]
7. Write a letter to the Manager of a restaurant, complaining about the quality of food and the service provided.

OR

Draft a notice announcing a blood donation camp to be organized at your university campus.

8. Write short notes on the following: [5+5+5]
a) Drafting Notice; b) Paralinguistic; c) Stress Management;
9. What are the differences between verbal and non-verbal communication? Which one is more advantageous, and why? [10+5]