

Seat No.	
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B.Voc. (Semester - II) Examination, - 2018**Business Communication -II (Paper-I)**

**Sub. Code : 64792/64806/67488/66808/66795/64843/64717/
64695/67475**

Day and Date : Tuesday 08 - 05 - 2018

Total Marks : 40

Time : 12.00 noon to 02.00 p.m.

- Instructions:**
- 1) Solve any FIVE questions out of SEVEN.
 - 2) Figures to the right indicate full marks.
 - 3) Draw neat labeled diagram wherever necessary
 - 4) All questions carry equal marks.
 - 5) Answers to sub questions of question one should be written in the space provided.



Q1) Do as directed.

- i) Choose the appropriate alternative to fill in the blanks.
 - a) I have returned his book (Already/all ready)
- ii) Put the following in to direct speech?
 - a) I said that it was very hot in the morning.
- iii) Choose the correct alternative from those given below.
 - a) They the office at 50. o'clock last evening.
 - i) Had left
 - ii) Were left
 - iii) left
 - iv) were leaving
- iv) His ambition is that he may become a doctor. (Make it simple sentence)
- v) O world ! o life ! O time ! On whose last step I climb.
(Identify the figures of speech)
- vi) Fill in the blank with proper preposition given below.
 - a) I shall call you tomorrow.
- vii) Choose the correct option fill in the blank.
 - a) This is way to solve this problem.

- viii) The dog ran in circles. (Identify the underlined element of sentence)
- ix) What is the definition of sentences.
- x) The locality with mosquitoes (Team/teem)



Q2) Prepare an agenda for the meeting of the Board of directors of pante finance Ltd, called for the appointment of an Auditor, Imagine relevant details.

OR

Report of the secretary of a company regarding complaints about unsatisfactory quality of goods.

Q3 You customer complaints that the woolen towels supplied by you are of inferior quality and ask for replacement within a week or threaten to cancel the order. Write a polite reply promising replacement.

Q4 Last five actions that need to be in done to prepare for a Business negotiation with a supplier of goods or services for a project.

- i) Understand the need to negotiate
- ii) Prepare for negotiation
- iii) Discussion and dialog
- iv) Confirm and document.

OR

Complete the following group discussion according to the notes in the margin. (You may have to supply complete sentence, clauses of phrases.)

- i) Glorifying violence?
- ii) Please calm down, violence
..... is a lesson, even children know effect of violence
..... punishment law.
- iii) parents duty warm not to imitate
- iv) Friends sum up,
Generally films for entertainment. Violence important
Basic theme should not be glorification of violence

