

**B. Tech. SEM -II (Computer Science & Business Systems) (CBCS
2018 Course) : SUMMER - 2019**

SUBJECT : BUSINESS COMMUNICATION & VALUE SCIENCE – II

Day : Monday
Date : 03/06/2019

S-2019-2524

Time : 10.00 AM To 01.00 PM
Max. Marks : 50

N.B.:

- 1) All questions are **COMPULSORY**.
- 2) Figures to the right indicate **FULL** marks.
- 3) Assume suitable data if necessary.

Q.1 Do as directed: **[05]**

- i) Could you tell me _____
- | | |
|-----------------------|----------------------------|
| a) where is the bank? | c) where was the bank? |
| b) where the bank is? | d) that where the bank is? |

ii) Change the voice:
A committee makes the selection of students.

- iii) Choose the relevant option for:
Neither the man nor his wife _____.
- | | |
|------------------------|-------------------------|
| a) have done much work | c) were doing much work |
| b) has done much work | d) are doing much work |

iv) Do the proper question tag for:
I am older than you _____.

- v) One should be proud of _____ motherland
- | | | | |
|--------|---------|----------|---------|
| a) his | b) ones | c) one's | d) once |
|--------|---------|----------|---------|

Q.2 Fill in the blanks in the following paragraph using suitable modal auxiliaries: **[03]**

Seeing a crow eating a piece of bread, a fox thought how it ___(a)___ trick that fellow it sad. “___(b)___ I talk to you sir?” The crow didn't even look at the fox. The fox again said ___(c)___ you please pay a little attention to me? What a nice bird you are! The crow who ___(d)___ not be persuaded till then now looked at the fox it ___(e)___ have felt flattered. The crow said to itself, “I 'll show this fox how well I ___(f)___ sing”. It opened its break. The piece of bread fell down and was taken away quickly by the fox.

Q.3 Answer the following questions: **[18]**

- a) How does value education help in fulfilling one's aspiration?
- b) Discuss the elements of an email. Explain the steps of forming an email.
- c) Explain in detail the features of writing a good paragraph.
- d) In what ways does the relationship between speaker and audience sustain the speaker through his/her presentation?
- e) What is meant by Business Etiquette? Discuss its importance in professional life.
- f) What are the major ethical issues that a business faces today? Discuss with suitable example.

P.T.O.

Q.4 Answer the following questions:

[24]

- a) There's a lot of indiscipline in your college. It is not liked by the college authorities. They ask you, the Vice Head Student, to talk to the class students about the 'Value of Discipline' so as to make them understand the importance of discipline in one's life. Write a paragraph on the above mentioned topic.
- b) You are a part of the corporate communication team in your company. The working time period is revised as 8.30 am to 5.00 pm. Using the following phrases, write an email to the employees of your company informing them about the same. Use proper format of an email:
By 30 minutes to avoid traffic – effect from next week – revised working time – reduced by 15 minutes – free breakfast till the end of rainy season – will be in effect.
- c) What motivates you to be a leader in NGO formation? What sort of a leader would your team say that you are? Which are the best leadership qualities you denoted in that task?
- d) What is the definition of 'diversity' and 'inclusion' and how or why do you think it is important in a work place?
- e) How do you solve problems? Give an example of a problem you have faced in the past, either as a part of a team or as an individual?
- f) In a country like India, NGO plays very vital role to nourish and enhance the standard of living of the people. Justify this statement with your own views.

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