

CDOE
BACHELOR OF BUSINESS ADMINISTRATION (2006 COURSE)
B.B.A. Sem-IV : WINTER :- 2021
SUBJECT: ENGLISH LANGUAGE-IV

Day : Wednesday
Date 23-02-2022

W-3430-2021

Time : 02:00 PM-05:00 PM
Max. Marks: 80

N.B.

- 1) Attempt any **FIVE** questions from Section – I and any **TWO** questions from Section – II.
- 2) Figures to the right indicate **FULL** marks.
- 3) Answers to both the section should be written in **SEPARATE** answer book.

SECTION – I

- Q.1** You are stranded at a railway platform due to trains running late. Strike a conversation with a fellow passenger on a topic of your choice. **(10)**
- Q.2** Electronic mails have their own rules. Identify the Do's and Don'ts while sending e-mails. **(10)**
- Q.3** You had placed an order for 5 smart boards for your coaching class. Due to postponement of the opening you have to cancel the order. Draft a mail cancelling the order. **(10)**
- Q.4** Promptly acknowledge the order of 20 laptops received from a first time customer. **(10)**
- Q.5** Enlist the sequence for conducting effective presentations **(10)**
- Q.6** Draft a memo to be served on your office superintendent for his frequent late-coming. **(10)**
- Q.7** Apply the appropriate punctuation marks. **(10)**
- 1) What a nice weather
 - 2) Alas he has failed the examination
 - 3) The wolf said to the lamb why are you running
 - 4) Anils book is lost
 - 5) Jawaharlal Nehru our first prime minister was an excellent writer

SECTION – II

- Q.8** Draft a Notice calling for a condolence meeting on the sudden demise of your colleague. **(15)**
- Q.9** Following the 'Green City' campaign being conducted at your organization, prepare a report to be submitted to the Head Office on the various activities undertaken. **(15)**
- Q.10** You and your group of friends have decided to start a café that would encourage book-reading sessions in addition to serving refreshments. Design an advertisement on the above theme that will be inserted as fliers into newspapers. **(15)**

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