

**PARUL UNIVERSITY**  
**FACULTY OF MANAGEMENT**  
**BBA Winter 2022-23 Examination**

**Semester: 1**  
**Subject Code: 06101106**  
**Subject Name: General English**

**Date: 24-01-2023**  
**Time: 10:30am to 01:00pm**  
**Total Marks: 60**

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**Instructions**

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary.
4. Start new question on new page.

**Q.1 Do as Directed.****A). Multiple choice type questions/Fill in the blanks. (Each of 1 mark)****(05)**

1. Sagar gave me a good \_\_\_\_\_.  
a) Advice  
b) Adviced  
c) Advise  
d) None of these
2. Askok \_\_\_\_\_ just \_\_\_\_\_ his work.  
a) have, completed  
b) has, completed  
c) was, completed  
d) was, being complete
3. He is \_\_\_\_\_ MBA from Parul University.  
a) a  
b) the  
c) an  
d) zero article
4. Rice & Dal \_\_\_\_\_ my favorite dish.  
a) are  
b) have  
c) has  
d) is
5. If I had worked hard, I \_\_\_\_\_ good marks.  
a) will secure  
b) would have secured  
c) would be securing  
d) could have secured

**B). Define the following. (Each of 1 mark)****(05)**

1. Agenda
2. Topic Sentence
3. Abbreviation
4. Audience Analysis in Presentation
5. Acronym

**C). Do as directed (Each of 1 mark)****(05)**

1. I'm sorry. I \_\_\_\_\_ help you. I don't know how to do it.  
(Fill in the blank with the help of modal verb.)
2. Nitin went to Agra yesterday.  
(Convert the sentence into present perfect tense with necessary changes)
3. Karan will buy a new bike next year.  
(Convert the sentence into future perfect tense with necessary changes)
4. We \_\_\_\_\_ follow traffic rules. (Fill in the blank with the help of modal verb.)
5. A good listener should not interrupt speaker unnecessarily.  
(State whether the statement is true or false.)

**Q.2 Answer the following questions.**

A). Explain types of listening with examples. (07)

B). Write a short note on 7 C's of Communication. (08)

**Q.3 Answer the following questions.**

A). Your friend has to prepare a presentation. Guide him regarding steps involved in planning effective presentation. (07)

B). Give one-word substitute for the following. 08

1. A person appointed by two parties to solve a dispute.
2. One who can use either hand with ease.
3. A person who regards the whole world as his country.
4. The study of statistics.
5. Government not connected with religious or spiritual matters.
6. One who is unable to pay his debts.
7. One who does not express himself freely.
8. A person who is mentally ill.

**Q.4 Attempt any two questions. (Each of 7.5 mark) (15)**

1. Write a leave application to the Principal, BBA requesting him to grant you seven days leave so that you can attend the marriage ceremony of your brother.

2. "Discipline is the bridge between goals and accomplishments."-Justify the statement.

3. Explain Skimming and Scanning reading techniques.

4. Complete the following story with the help of the points given below.

One fine day, Akbar lost his ring. Akbar told Birbal, "I have lost my ring. My father had given it to me as a gift. Please help me find it." He said, "Your Majesty the ring is here in this court itself, it is with one of the courtiers. The courtier who has a straw in his beard has your ring." Birbal finds out the stolen ring.