

Course Name	Business Communication-I (BC-I)	Course Code	BC101
Max. Time	2 hours	Max. Marks	40

Instructions: All questions are compulsory to attend

### Section A

Q.1 In the words of Carl Rogers "Our first reaction to most of the statements which we hear from other people is an immediate evaluation or judgment, rather than an understanding of it. 'That's right', or 'That's stupid', or 'That's unreasonable', or 'That's correct'. Very rarely do we permit ourselves to understand precisely what the meaning of his statement is to him." The lack of which professional skill is the author trying to bring forth. Enumerate the ways in which this skill shall enhance your personality in the workplace. **10 Marks**

Q.2 Analyze a conversation you recently had with a stranger. Identify the communication challenges that you faced and what would you do in future to handle them differently. **5 Marks**

### Section B

Q3. "A précis is a clear, compact logical summary of a passage. It preserves only the essential or important ideas of the original". Following the rules of précis writing please rewrite the paragraphs. **6 Marks**

- Teaching is the noblest of professions. A teacher has a sacred duty to perform. It is s/he on whom rests the responsibility of moulding the character of young children. Apart from developing their intellect, he can inculcate in them qualities of good citizenship, remaining neat and clean, talking decently and sitting properly. These virtues are not easy to be imbibed. Only he who himself leads a life of simplicity, purity and rigid discipline can successfully cultivate these habits in his pupils. Besides a teacher always remain young. He may grow old in age, but not in spite. Perpetual contact with budding youths keeps him happy and cheerful. There are moments when domestic worries weigh heavily on his mind, but the delightful company of innocent children makes him overcome his transient moods of despair.
- English education and English language have done immense goods to India, inspite of their glaring drawbacks. The notions of democracy and self-government are the born of English education. Those who fought and died for mother India's freedom were nursed in the cradle of English thought and culture. The West has made contribution to the East. The history of Europe has fired the hearts of our leaders. Our struggle for freedom has been inspired by the struggles for freedom in England, America and France. If our leaders were ignorant of English and if they had not studied this language, how could they have been inspired by these heroic struggles for freedom in other lands? English, therefore, did us great good in the past and if properly studied will do immense good in future. English is spoken throughout the world. For international contact our commerce and trade, for the development of our practical ideas, for the scientific studies, English-is indispensable "English is very rich in literature," our own literature has been made richer by this foreign language. It will really be a fatal day if we altogether forget Shakespeare, Milton, Keats and Shaw.

Q.4 Write a paragraph using 5 gender neutral terms (Word limit 100-150).

**10 Marks**

Q.5 Look at the following sentences and sentence fragments. Decide which are incomplete and rewrite the paragraph with complete sentences. **9 Marks**

Then Ashoka has admitted something that no victorious king or political leader in front of or after him had ever confessed on. He said he felt remorse on having killed tens of thousands of innocent people for conquering Kalinga. This has not the old warrior Ashoka talking – this was a changed man admit his mistakes and his thoughts of the futility and tragedy of war. Ashoka got his words carving in stone to make sure that his message will not forget.

\*\*\*\*\*Thank you\*\*\*\*\*