Paper Code - 3151

B B A Sem – I (New Course)
July-Sep – 2021
BUSINESS COMMUNICATION -1

કુલ સમય :– ૩૦ મીનીટ કુલ પ્રશ્નો : ૩૫ વિદ્યાર્થીએ ટીક કરવાના પ્રશ્નો : ૨૫
નોંધ : વિદ્યાર્થીએ માત્ર ૨૫ પ્રશ્નો જ ટીક કરવાના રહેશે. જો વધારે ટીક કરેલ હશે તો પ્રથમ ૨૫ પ્રશ્નો જ ગણતરીમાં લેવામાં આવશે.

Q 1. Principal himself _____ of student welfare activities.
(a) take care B.taken care C.takes care D.taking care
Q 2. _____ the manager _____ this plant next Sunday?
(a) Does, visit B.Will, visit C.Did, visit D.Will , visiting
Q 3. Yesterday, when I _____ to meet Mr. Sharma, he _____ cricket match.
(a) went, was watching B.went, were watching C.was going, watched D.go, is watching
Q 4. We have a maid to clean the house, you ____ do it.
(a) Should B.Wouldn't C.Needn't D.Mustn't
Q 5. 'Cut corners' means _____
(a) cut down B.make round C.optimize D.economize
Q 6. _____ you _____ to a party by Shikha last week?
(a) Were, invited B.Are, invited C.Did, invite D.Is, inviting
Q 7. Maintenance person was trying to _____ why the machine was not working.
(a) break even B.bail out C.figure out D.cross out
Q 8. Jasmine _____ from Mumbai this morning.
(a) has returned B.returning C.does return D.is returned
Q 9. Amogh is ____ tall boy. I think he is _____ tallest one in the class.
(a) a, a B.a, the C.the, the D.the, a
Q 10. A letter _____ by the manager, when I entered his office yesterday.
(a) was being written B.was writing C.wrote D.was written
Q 11. We _____ not ignore our parents' advice.
(a) Need B.should C.would D.could
Q 12. What is antonym of 'adequate'?
(a) Valuable B.Insufficient C.Inexpensive D.Efficient
Q 13. What is synonym of 'adverse'?
(a) Unfavourable B.Advisable C.Advertise D.Unhealthy
Q 14. 'Communication' word is derived from Latin word _____.
(a) Communicare B.Commute C.Communicus D.Community
Q 15. Communication is a _____.
(a) Two-way process B.Healthy process C.Goal-oriented process D.a and c
Q 16. By _____ we can measure the effectiveness of communication.
(a) Personal Contact B.Feedback C.Channel D.Encryption
Q 17. Which one of the following is a need for effective communication in business?
(a) Cut-throat competition B.Growing specialisation
C. Complex business structures D.All of the Above
Q 18. Receiver gets the message and attaches some meaning to that message through ____.
(a) Encoding B.Feedback C.Decoding D.Channel
Q 19. The sender sends the message through appropriate _____.
(a) Receiver B.Feedback C.Channel D.Decryption
Q 20. For effective communication thinking and looking from the receiver's angle is _____.
(a) Dynamic approach B.Consideration C.Brevity D.Clarity
Q 21. Feedback of a message comes from the _____.
(a) Sender B.Intermediary C.Communicator D.Receiver
Q 22. Which one of the following is NOT one of the C's of good communication?
(a) Courtesy B.Capability C.Clarity D.Conciseness

Q 23. Which of the following is a purpose of business correspondence?
(a) It becomes a record B.Ideas can be put more clearly in writing
(b) It can be used for future reference D.All of the Above
Q 24. What is included in the heading of a business letter?
(a) Reference number and date B.Receiver's name, address and details
(b) Receiver's reference and date D.Sender's name, address and details
Q 25. Which one of the following is an example of salutation?
(a) Dear sir, B.Reference: C.Subject: D.Yours faithfully,
Q 26. Who compares the quotations?
(a) Seller B.Buyer C.Intermediary D.Referee
Q 27. Which one of the following is a type of layout of a business letter?
(a) Block Method B.Double Method C.Simple Method D.Complex Method
Q 28. Which one of the following is a letter written in purchase transaction?
(a) Inquiry letter B.Forwarding letter C.Request letter D.Recommendation letter
Q 29. Who signs the Post Script?
(a) Manager of the company B.The buyer of the goods
C. The one who verifies the documents D.The one who has signed the original letter
Q 30. 'Yours faithfully,' is _____.
(a) Salutation B.Nota Bener C.Complimentary close D.Clarity
Q 31. What is full form of C.O. D.?
(a) Credit of Demand B.Cash on Demand
C. Cheque of Delivery D.Cash on Delivery
Q 32. When the seller accepts the order,_____.
(a) The buyer writes a thanks letter.
(b) It becomes a contract between the buyer and the seller.
(c) The purchase transaction gets closed.
(d) It becomes a routine business between the buyer and the seller.
Q 33. When the buyer takes the initiative and contacts the seller in the form of an inquiry letter it is __.
(a) Solicited inquiry B.Unsolicited inquiry C.First inquiry D.Positive inquiry
Q 34. January 26, 1950 is _____ manner of writing a date.
(a) Cardinal B.nominal C.ordinal D.rational
Q 35. When there are no documents to be enclosed with the letter, what is written as the enclosures?
(a) Encl: Nothing B.Encl: no documents C.Encl: Nil D.Encl: 00