FYBMS (B.C)
15/10/2019

E 15x36

Marks – 75 **TIME: 2 & 1/2 hrs.**

All Questions are compulsory
Figures to the right indicates full marks
Choice available within Questions

Q NO 1A) State whether the following statements are true or false (10)

1) The message and a communication are the same
2) The process of communication begins with a medium and channel
3) Formal communication is time consuming and expensive
4) Under communication is a problem of downward communication
5) Grapevine is a kind of vertical communication
6) Oral communication offers immediate feedback
7) Non verbal communication complement oral communication
8) Silence is an effective method of communication
9) Colors convey many direct and indirect messages
10) The sender and the encoder may be two different persons

Q NO 1 B) Match the pairs (05)

	A	B
1	Sender	Response
2	Receiver	Idea
3	Medium	Decoding
4	Message	Visual
5	Feedback	Source of Message

Q NO 2 A) Explain the importance of communication in Global world (08)
B) Explain the disadvantages of Downward communication (07)

OR

C) State in detail the 7 C's of communication (08)
D) State in detail about Process and elements of communication (07)

Q NO 3 A) Explain the difference between effective Listening & Ineffective listening (08)
B) Write in detail about Team listening (07)

OR

C) Explain the various characteristics of Business Ethics (08)
D) Write in detail about how to overcome communication barriers (07)

Q NO 4 A) Draft a letter of application for the post of Junior Clerk in ACB bank Ltd. (08)

B) Draft a letter of appointment for the post of Senior Clerk in VCD bank Ltd (07)

OR

C) Draft a Letter of Resignation from the post of Production Manager in ABC Ltd. (08)

D) Explain the various parts of letter (07)

Q NO 5 A) Explain in detail about Graphs and Bar Charts (08)

B) Explain in detail about Pie charts with suitable examples (07)

OR

C) Write short notes on the following (Any Three) (15)

1) Listening
2) Downward Communication
3) Electronic Mail
4) Business Communication
5) Written communication

Foundation Course

E10X010A

MARKS: 75 **TIME: 2 1/2 hrs.**

Note: All questions are compulsory
Choice available within Questions

1. **A. Match the columns: (Any 8)** **(8)**

Column A	Column B
1. Christianity	a.1976
2. Eve teasing	b. Samajwadi Party
3. Physical violence	c.Assam
4. Intellectual disability	d. Supreme Court
5. Cerebral Palsy	e.North India
6. Yadavs	f.Hitting and Beating
7.AsomGanaParishad	g.Brain Injuries
8. Constitutional Disputes	h.Ogling, loud commenting and whistling
9. 42nd amendment	i.Term used for Mental Retardation
10. State Party	j. Jesus Christ

B.State True or False: (Any 7) **(7)**

1. Tribal population is found in the urban areas.
2. Scheduled tribes are also called Adivasis.
3. Government policies were responsible for an increase in female foeticide.
4. Depression is caused due to mental stress.
5. Mobility from one caste to another is possible.
6. Castes were named after their traditional occupation.
7. A truly religious person is incapable of being communal and a communal person is incapable of being religious.
8. Arunachal Pradesh enjoys the status of Union Territory.
9. According to the Preamble of Indian Constitution, India is a Sovereign, Socialist, Secular, Democratic, Republic.
10. The Constitution of India is the lengthiest constitution in the world.

2.

a) What is the trend of sex ratio in India? Is it an issue of concern? Discuss. **(8)**
b) State the characteristics of Rural Urban Population. **(7)**

OR

c) Briefly explain the various ways by which a female is discriminated against a male? **(8)**
d) What is female foeticide? What are the causes of female foeticide? **(7)**

3.

a) Explain Define the term Deafness. What are the different types and causes of deafness, also explain the treatment available to overcome it. **(8)**

b) What are the sources obtaining information about client business? **(7)**

OR

c) What are the different types of violence against women? **(8)**

d) Explain the basic features of Indian Constitution. **(7)**

4.

a) State the inter group conflicts caused due to caste divisions. **(8)**

b) What is a preamble? Explain the ideals to be achieved to be achieved by the IndianState. **(7)**

OR

c) What are the salient features of the party system in India? **(8)**

d) Assess the performance of women in the Independence movement. **(7)**

5.

a) What are the salient features of the 73rd constitutional amendment act? **(15)**

OR

b) Write short notes: (Any 3) **(15)**

1) Functions of Municipalities
2) Failures of Panchayati Raj
3) Measures to combat communal violence
4) Physical Disability
5) Regionalism