

B.B.A. (Forest Management and Eco-Tourism) CBCS Pattern Semester-III  
**BBA031 / 001 - Communication Skills and Development**

P. Pages : 2

Time : Two Hours



**GUG/W/24/16184**

Max. Marks : 60

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1. Answer the following questions. 3
- a) Identify and correct the errors in the following sentences: 3
- 1) The list of items are on the desk.
  - 2) Each of the students have completed their assignment.
  - 3) Krish and Radha is on their way to the airport.
- b) Choose the correct verb to complete the sentence: 3
- 1) Neither the manager nor the employees ----- willing to work overtime. (is/are)
  - 2) Samir ----- to draw portraits of his friends. [like, likes]
  - 3) You ----- to listen. [need, needs]
- c) Fill in the blanks with the appropriate article (a, an, the) or leave blank if not needed : 6
- 1) She adopted ----- cat from the shelter.
  - 2) ----- Mount Everest is the highest mountain in the world.
  - 3) The zoo has ----- elephant enclosure.
  - 4) I had ----- apple for breakfast.
  - 5) Hari is planning to buy ----- new car.
  - 6) He has been waiting for ----- hour.
2. Answer **any one** of the following. 12
- a) Differentiate between formal and informal groups with examples.
  - b) Explain why understanding these stages is important for effective group management.

- 3.** Answer **any one** of the following. **12**
- a) Define an oral presentation and list three key elements that make an effective oral presentation.
  - b) Explain the importance of visual aids in presentations and list three types of visual aids and discuss their advantages.
- 4.** Answer **any one** of the following. **12**
- a) Define digital literacy and explain how digital literacy contributes to professional success.
  - b) Describe Trends and Opportunities in using digital technology in the workplace.
- 5.** Write short notes on the following. **12**
- a) Define the primary and secondary groups.
  - b) Write a short note on Oral Presentation.
  - c) Explain the importance of visual aids in presentations.
  - d) Write a short note on Role digital literacy in professional life.

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