



SHREE H. N. SHUKLA COLLEGE OF I.T. & MGMT.

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**SUBJECT: CS
PRELIMS PAPER**

**BBA - 2
MARKS 70**

Q.1 Write any three short notes: (21)

1. 'Proposing' as an element of conversation.
2. Importance of body language in communication.
3. Barriers of listening.
4. Using dictionaries to improve pronunciation.
5. Building as an element of conversation.

Q.2 Draft any two of the following letters: (14)

1. On behalf of Shree Garments, Rajkot, write a letter of inquiry to Pretty Fashions, Ahmedabad for different types of children's garments.
2. Submit quotations for children's Garments on behalf of Pretty fashions.
3. Write a letter holding out a legal threat to a customer who has not paid your bill though you have sent him several reminders.

Q.3 (A) Fill in the blanks with the perfect present forms of the verbs given in the brackets: (05)

1. I _____ all the necessary precautions to see the play starts on time. (take)
2. He _____ many prizes and scholarships. (receive)
3. They _____ the spot twice already, but they want to see it once again. (visit)
4. They _____ funds from almost everyone. (collect)
5. As usual my servant _____ away today without my permission. (Stay)

Q.3 (B) Change the voice: (05)

1. Once a week, Tathya cleans the home.
2. The waiter carries the trays.
3. Dad drove us home.
4. He caught the ball.
5. The waves are washing away the sandcastle.

Q.3 (C) Arrange the following jumbled words and make meaningful sentence:(05)

1. Every delicious father cooks evening pasta.
2. Brother an wants be my astronaut to.
3. Everything will sense make perfect somebody.



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4. At top voice, the man his of demanded the admission shouting.
5. You where have this all while been ?

Q.4 (A) Draft a dialogue on any of the following situations:(10)

- 1) Seema is a working woman. She has recently been transferred from Surat to Ahmedabad. She goes to a bank and gets information about opening an account with the bank. Having talked with a banker, she decided to transfer her account.
- 2) Dhara, a sweet young girl goes to a food zone with her elder brother Pranjal. They visited three food parlors and ordered various food items.

Q.4(B) Study the following passage and answer the question given below: (10)

There can't be two opinions on the importance of cleanliness. A clean country means healthy citizens and is always a motivation for her people. Cleanliness should come from the hearts of people; starting from their homes, becoming a habit thereby manifesting itself as a clean and healthy society. In older times, there wasn't any non-biodegradable waste. Our forefathers found bio-degradable substances for all our needs. We used to give our kitchen waste to pets, some we used to burn as fuel and some we used to use as organic fertilizers. This has now changed. We use polyurethane bags and bottles which are often non-biodegradable. Every household has a lot of plastic waste. Our public places have become dumping yards in such waste. We need to set guidelines and implement stricter laws to reduce those. Every household should be responsible for the waste they generate. "Swachchata paramo dharma:" should be our slogan for a year. Our children should be aware of the importance of maintaining an untainted home and a clean public place; "never litter" should be a lesson taught from a young age. This will enable our future generations to be socially responsible. We also need to bring this to the academic curriculum, which will help them learn and understand the importance of hygiene. Our children must practice leaving the appropriate waste in the appropriate dustbin.

- (i) What does the writer mean by 'A clean country means healthy citizens'?
- (ii) How was bio-degradable waste managed in the older times?
- (iii) Why is there so much of non-bio-degradable waste nowadays?
- (iv) How can we teach our children important lessons of cleanliness?