# B.B.A

**Sem 1**

# Conversational English

Question bank

Q1. Define communication. Explain types of communication

Q2. Discuss in detail communication Networks.

Q3. What are barriers to communication?

Q4. How can barriers of communication can be overcome?

Q5. How to prepare effective presentation?

Q6. What are the strategies for delivering presentation?

Q7. What are the tips for improving the interview skills?

Q8. What are the techniques to improve interview skill?

Q9. Tenses:

**Complete the following sentences using an appropriate tense form. (10)**

1. If I had the money now, I ………………… buy a car. (will / would)

2. If you ………………. the 10 o’clock train, you could be in Mumbai by evening. (catch / caught)

3. If she ………………… English, she could get a better job. (speaks / spoke)

4. If I knew that you were coming, I ……………… buy a chicken. (will / would)

5. Eleven o’clock – it is time you ………………. to bed. (go / went)

6. I wish I ………………… more money. (have / had)

7. I would rather you ………………… home now. (go / went)

8. I …………………. if you were free this evening. (wonder / wondered)

9. After he finished his exams, he ………………. on a foreign tour. (went / had gone)

10. If I had gone to university, I …………………. medicine. (would study / will study / would have studied)

Q10. **Fill in the correct prepositions.**

1. Peter is playing tennis\_\_\_ Sunday.
2. My brother's birthday is\_\_\_ the 5th of November.
3. My birthday is \_\_ May.
4. We are going to see my parents \_\_\_ the weekend.
5. 1666, a great fire broke out \_\_\_ London.
6. I don't like walking alone in the streets \_\_ night.
7. What are you doing \_\_ the afternoon?
8. My friend has been living in Canada \_\_ two years.
9. I have been waiting for you \_\_ seven o'clock.
10. I will have finished this essay \_\_ Friday

Q11**. Of the given Homophones choose the correct one:**

1. Top of Form

**1 -**I didn't \_\_\_\_ what she said.

**hear**

**here**

**2 -**They forgot to take \_\_\_\_ printouts.

**there**

**their**

**they're**

**3 -**Venison is the meat from a \_\_\_\_.

**dear**

**deer**

**4 -**The house is by the \_\_\_\_.

**see**

**sea**

**5 -**She held the \_\_\_\_ in her hand.

**reigns**

**rains**

**reins**

**6 -**They tried to \_\_\_\_ the painting.

**steel**

**steal**

**7 -**He had to \_\_\_\_ the button on.

**sow**

**sew**

**Either could be used here.**

**8 -**I hope the \_\_\_\_ is fine.

**weather**

**whether**

**9 -**He was a medieval \_\_\_\_.

**night**

**knight**

**10 -**The building \_\_\_\_ is huge.

**site**

**sight**

Q12. Write short note on: Tips for building Resume and CV

Q13. Write a resume to obtain summer internship for leveraging your practical experience in a financial institution.

Q14. Draft an agenda to discuss agency performance and decide whether to renew for another year.

Q15. Draft an agenda to discuss track progress of a project, goals vs. reality. Where are we off the plan and why?

Q16**. Water supply will be suspended for eight hours (10 am to 6 pm) on 6th of March for cleaning of the water tank. Write a notice advising the residents to store water for a day.**

**Q17. While walking in a park in your neighborhood you found a small plastic bag containing some documents and some cash. Write a notice to be put on the park notice board asking the owner to identify and collect it from you**