

Jamia Hamdard
School of Management and Business Studies
Department of Management
Odd Semester Examination – December 2025
BBA Semester I
Subject Name- Communicative English
Subject Code- BBA- AE-01

Roll No...

Duration: 1.5 Hour

Max. Marks: 30

Section A - Short Answer

(4X3=12)

Note: Attempt any THREE Questions. All questions carry equal marks.

Q1. Identify the part of speech the underlined words belong to.

1. The boys were playing football.
2. If we finish our work quickly, we can go to the movies.
3. They listen to music every day.
4. This is a fast car.

Q2. Write a short dialogue between two friends meeting after a long time.

Q3: Transform the following simple sentences into compound sentences:

- a. Owing to his ill health, he could not come to the office.
- b. To everyone's surprise, the project completely failed.
- c. He must confess his guilt to avoid punishment.
- d. He must work very hard to win the prize.

Q4: Briefly discuss the following with relevant examples

- a. Synonyms
- b. Antonyms
- c. Homonyms
- d. Idioms

Q5: Brief on the instructions that are supposed to be used and avoided in group discussions.

Section B-Long Answer

(9X2=18)

Note: Attempt any **TWO** Questions. *All questions carry equal marks.*

Q1: Communication is an essential skill in the modern world. Whether in business, education, or daily life, the ability to express oneself clearly determines success. Listening is equally important because it helps in understanding others and developing healthy relationships. Good communication builds confidence and enables individuals to work effectively in teams.

Questions:

- a) What determines success in modern life?
- b) Why is listening important?
- c) What does good communication help to build?
- d) Give a suitable title for the passage.
- e) Write a synonym for "essential."

Q2: A new employee greets his Managing Director at a meeting, saying, "Hi! Mr. Sharma! Long-time no see. What's up?" The Managing Director is not at all pleased. Why? What should he have said? Describe about formal and informal introduction and greeting with the help of an example each.

Q3: What is a presentation? Discuss the skills which can make a presentation engaging and attractive. Also discuss the various types of presentation.

Q4: What is meant by business etiquette? What etiquettes should be followed in social settings and at workplace?

Q5: Prepare a formal self-introduction suitable for a business meeting or interview. Then describe why structure, tone, and body language are important in making a strong first impression.