

**CERTIFICATE IN BUSINESS SKILLS/  
BACHELOR'S DEGREE PROGRAMME**

**Term-End Examination**

**December, 2016**

**BCOA-001 : BUSINESS COMMUNICATION &  
ENTREPRENEURSHIP**

*Time : 2 hours*

*Maximum Marks : 50*

*Weightage : 70%*

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*Note : Attempt any two questions from Section-A and  
any three questions from Section-B. Attempt  
both Section-A and Section-B.*

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**SECTION - A**

**(20 Marks)**

Attempt **any two** questions :

1. (a) Change the following sentences from active voice to the passive voice : **3**
- (i) Some boys were helping the wounded man.
  - (ii) Your brother wrote a comprehensive essay.
  - (iii) He will finish work in a fortnight.
- (b) Fill in the blanks with the correct form of the verb : **2**
- (i) Unless we \_\_\_\_\_ now, we can't be on time. (start, will start)
  - (ii) The train \_\_\_\_\_ before we reach the station. (arrives, will have arrived)

- (c) Write a memo to your employees informing them about the change in the office hours and also the duration of breaks they would get each day. 5
2. Write a letter to the manager of a chain of retail shops inquiring if his shops would sell the product you manufacture in your factory, also give the details of the product. 10
3. Write a short paragraph on the following : 5+5
- (a) A family get together.
- (b) A business trip organised by your office.
4. Answer the following questions : 5+5
- (a) What rules are to be kept in mind while writing reports ?
- (b) "Proposals can be written for many purposes and in a variety of formats." Comment on the statement.

### SECTION - B

(30 Marks)

Attempt **any three** questions :

5. Define the concept of entrepreneurship also narrate qualities of a successful entrepreneur. 10
6. You have decided to establish a business unit of medium size. What are the legal formalities you would perform in this regards ? 10
7. List out various sources of finance available to a small entrepreneur in India. 10

8. Is the registration of partnership firm compulsory? 10  
What are disadvantages of non-registration of firm ?
9. Write short note on **any two** : 5+5
- (a) Essential Elements of a contract.
  - (b) Merits and demerits of sole proprietor
  - (c) Concept of Break-Even Point
  - (d) Idea Generation.
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