

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

**Term-End Examination**

**February, 2021**

**BCOA-001 : BUSINESS COMMUNICATION AND  
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 the sections A and B.

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**SECTION A**

1. (a) Change the following sentences from active voice to passive voice : 3
- (i) I bought the baby a doll.
  - (ii) They showed a video of 'The Titanic'.
  - (iii) He taught me to read Persian.
- (b) Fill in the blanks with the correct forms of the verbs : 2
- (i) When I get home, my dog \_\_\_\_\_ at the gate waiting for me.  
(sits, will be sitting)

- (ii) Seema \_\_\_\_\_ for two hours.  
(is sleeping, has been sleeping)
- (c) Prepare a pamphlet for a music and dance academy that will open in your town shortly. 5
2. Write short paragraphs on the following : 5+5=10
- (a) Proof-reading a report
- (b) Solicited proposals
3. You had ordered some books for your bookshop from the publisher. Due to some reasons the goods have not yet reached you. Write a letter to the publisher informing him about the non-receipt of books. 10
4. (a) Describe the process of report writing. 5+5=10
- (b) What is a memo ? Describe ways to write an effective memo.

## SECTION B

5. What do you mean by entrepreneurship ?  
Discuss the entrepreneurship development programme organised in India. *3+7=10*
6. Define the word entrepreneur and describe the traits and qualities of a successful entrepreneur. *3+7=10*
7. Discuss the role of entrepreneurship in economic development of a developing country like India. *10*
8. Assuming yourself as an entrepreneur, write the success story of any person who motivated you by setting an example for you to start a business unit of your own. *10*
9. What do you mean by women entrepreneurship ?  
Discuss in brief the problems and prospects of women entrepreneurship in India. *3+7=10*
10. "Finance is the lifeblood of business." Elaborate this statement and describe the various sources of finance available to small business owners in India. *5+5=10*
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