

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

**Term-End Examination**

**June, 2016**

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

*Time : 2 hours*

*Maximum Marks : 50*

*Weightage : 70%*

---

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

---

**SECTION - A**

**(20 Marks)**

**Attempt any two questions from section A.**

1. (a) Change the following sentences from Active Voice to the Passive Voice. 3
- (i) They opened the theatre last month.
  - (ii) The enemy have defeated the army.
  - (iii) My cousin has drawn this picture.
- (b) Fill in the blanks with the correct form of the verb. 2
- (i) I \_\_\_\_\_ English for five years  
(study, am studying, have been studying)
  - (ii) Sandeep fell off the ladder when he  
\_\_\_\_\_ the roof. (is mending,  
was mending, mended)

- (c) Write a memo to your employees informing them of the new location where the office has shifted, giving them the details of the new location and the seating arrangements of the employees of different departments in the new office. 5
2. Write a letter to a computer company seeking bulk order of a particular brand of computers for your office, at a reasonable price. 10
3. Write a short paragraph on the following : 5+5
- (a) How you spent your weekend ?
  - (b) Your first day in the new office.
4. Answer the following questions : 5+5
- (a) Describe the process of report writing.
  - (b) What aspects should be checked for planning and revising proposals ?

### **SECTION - B**

**(30 Marks)**

Attempt any three questions from section B.

5. Who is an entrepreneur ? Discuss the essential qualities of a successful entrepreneur. 10
6. What are different forms of Business Organisations. Explain in brief. 10

7. Recall the biographies of any two successful entrepreneurs and write in brief the characteristics of these successful men/ women that helped them to be successful. 10
8. Write short note on any two of the following : 5+5
- (a) Crisis management.
  - (b) Management of working capital of small business.
  - (c) Managing the human resource of business.
  - (d) Partnership deed.
9. How to do Marketing and Financial Appraisal of a Business Plan ? Discuss with examples. 10
-