

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

Term-End Examination

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

Section-A

1. (a) Change the following sentences from active voice to passive voice. 3
- (i) They propose to build a dam for irrigation.
- (ii) He invited me to his house yesterday.
- (iii) They pulled down the whole house.



(b) Fill in the blanks with the correct forms of verbs. 2

(i) I will phone you when he
back (comes, will come)

(ii) I the Joshi's this evening
(visit, am visiting)

(c) Prepare a flyer for a 'restaurant that has recently opened in your locality. 5

2. Write short paragraphs as the following: 5+5

(a) Writing a good business letter

(b) editing a report

3. You work in a retail outlet. You had ordered some goods from a supplier. Write a letter to the supplier complaining that the goods he sent were damaged and ask him to send another set of goods. 10

4. (a) What is a paragraph? Give details on how would you develop a paragraph. 5+5

(b) Write a note on unsolicited proposals.

Section-B

5. What do you mean by entrepreneurship? Enumerate the reasons that prompt person to become entrepreneur. 4+6
6. What are the different stages of entrepreneurship? Discuss the essential qualities of a 'successful entrepreneur'? 5+5
7. "Entrepreneurs are born and entrepreneurs are made" Reconcile these two paradoxical statements. 10
8. You have decided to set up a business unit. Describe the steps required in setting up the small business enterprise in India. 10
9. "Developing economies need imitative entrepreneurs rather than innovative entrepreneur" Examine the statement. 10
10. Write a detailed note on various types of entrepreneurs. 10

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