

01293

**Certificate in Business Skills / Bachelor's  
Degree Programme**

**Term-End Examination**

**December, 2011**

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

*Time : 2 hours*

*Maximum Marks : 50*

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*Note : The paper is divided in two sections. Attempt any two questions from Section - A and Three from Section - B. All questions carry equal marks.*

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**SECTION - A**

1. Fill up the blanks with suitable words selecting from WHO, WHOSE, WHOM, WHICH or WHAT :
- (a) \_\_\_\_\_ of these two books is yours ?
  - (b) \_\_\_\_\_ asked you to come here ?
  - (c) From \_\_\_\_\_ did you get my pencil ?
  - (d) Of \_\_\_\_\_ this chair is made ?
  - (e) To \_\_\_\_\_ you are sending this book ?
  - (f) \_\_\_\_\_ shirt did you put on yesterday ?
  - (g) \_\_\_\_\_ game do you play ?
  - (h) \_\_\_\_\_ book have you got ?
  - (i) \_\_\_\_\_ lives in this house ?
  - (j) On \_\_\_\_\_ seat does Ram set ?

2. You are a businessman and your business house caught fire causing a loss of about 10 Lacs. Write a letter to the insurance company for settlement of claim.
  
3. You had issued a cheque in favour of one party dealing with you. For certain reasons, you have decided to stop payment of the issued cheque. Write a letter to your banker asking to stop payment.
  
4. Briefly describe various characteristics of a good business letter.

## SECTION - B

Attempt *any three* questions of the following :

1. Enumerate the formalities you have to perform in establishing the new business unit.
  2. Briefly discuss various schemes sponsored by the government to help entrepreneurs.
  3. Describe in brief various sources of finance available to small business units in India.
  4. State in brief various advantages and disadvantages of partnership organisation.-
  5. Write short note on *any two* of the following :
    - (a) Business Plan
    - (b) Traits of an Entrepreneur
    - (c) Break Even Point
    - (d) Working Capital
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