

**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%

*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 :

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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