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

Term-End Examination

June, 2010

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

Time : 2 hours

Maximum Marks : 50

Note : Attempt any two questions from Section A and any three questions from Section B. All questions carry equal marks.

SECTION-A

Attempt *any two* questions from the following :

1. (a) Fill in the blanks with the appropriate words : 5x1=5
 - (i) We paid for our meals but our drinks were free _____ charge.
 - (A) for
 - (B) from
 - (C) of
 - (D) with
 - (ii) Neither Seema nor Mini _____ to go swimming.
 - (A) wants
 - (B) want
 - (C) are wanting
 - (D) were wanting

- (iii) The board is reviewing _____ reports.
(A) its
(B) it's
(C) their
(D) there
- (iv) We have been living in Chandigarh _____ 1996.
(A) from
(B) since
(C) by
(D) in
- (v) The little girl was afraid _____ darkness.
(A) from
(B) in
(C) of
(D) with
- (b) Describe the important steps in writing a Report. 5
2. Write a short paragraph (of about 500 words) on *any one* of the following : 10
(a) A workshop I attended
(b) View from my Balcony
(c) Sunday Breakfast
3. Write a report of about 500 words on a success story of escape from child labour. 10

4. Write short notes on any *two* of the following : **2x5=10**
- (a) Editing
 - (b) Writing a proposal
 - (c) Drafting business letters
 - (d) Writing a request information letter

SECTION-B

Attempt any *three* questions from the following :

5. (a) Define Entrepreneurship. What are the benefits of being an Entrepreneur to self and the community. **6+4**
(b) What do you understand by Entrepreneurial motivation.

6. What are the initial formalities to be completed for setting up a business ? What are the specific clearances to be obtained for different products from various departments before starting the Business. Explain with examples. **6+4**

7. Discuss the various steps one has to take in order to establish a small enterprise. **10**

8. What are the major issues involved in Marketing Appraisal and financial Appraisal for setting up of a small business unit ? Discuss. **5+5**

9. Write short notes on any **two** of the following : **5+5**
 - (a) The Government sponsored schemes of Bank Lending.
 - (b) Different forms of Business Organisation
 - (c) Types of Insurance
 - (d) Need for a business plan