

Dissemination of Education for Knowledge, Science and Culture

- Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

**Vivekanand College, Kolhapur (Empowered Autonomous)**

**Department of English**

Date: 21/03/2024


All the students of B.B.A. Part I are hereby informed that under **Continuous Internal Evaluation of AEC: Business Communication, Semester II-20 marks** (Online Test 10 marks + Home Assignment 10 Marks), **Home Assignment** need to be submitted as per the following guidelines on 26<sup>th</sup> March, 2024 during the lecture time. If you fail to submit the assignment, you will be responsible for your academic loss.

1. Students should write their assignment on A4 papers.
2. All questions are compulsory.
3. Mention your full name, roll no with class and division.
4. To ensure full marks, write neatly and clearly without any grammar errors and submit on time.

**Questions:**

- 1) What is speech? Explain in detail types and modes of speech.
- 2) Discuss the characteristics of a good speech. What points should be kept in mind while drafting a speech?
- 3) What are the qualities of good speaker?
- 4) As the Secretary of a college association, prepare a welcome speech to be given on the occasion of the Inauguration of the Library Association in your college.

- 5) What is seminar? What are the advantages and disadvantages of seminar?
- 6) What is conference? What are the advantages and disadvantages of having conference?
- 7) Write a short notes on the topic given below:
  - a) The steps in preparing the speech
  - b) The important steps in conducting seminar
  - c) Types of conferences
  - d) Different stages of preparation for the interview
- 8) What are the common Dos that you have to follow and Don'ts that you have to avoid at the time of interview?
- 9) What are the techniques used in group discussion?
- 10) Write a letter applying for the post of Sales Executive advertised in the *Times of India* and prepare an appropriate CV.

  
Ms. K. R. Vhonkhande  
Subject Teacher

  
Dr. Kavita Tiwade  
Head, Dept. of English  
**Head**  
DEPARTMENT OF ENGLISH  
VIVEKANAND COLLEGE  
KOLHAPUR (EMPOWERED AUTONOMOUS)

# Continuous Internal Evaluation of AEC: Business Communication

BBA-I Sem-II 2023-24

Email \*

rasikakavale3004@gmail.com

Name \*

Rasika Kishor Kavale

Roll no. \*

9544

Seat No. \*

9544

**All questions are compulsory**

A speech given without preparation is called ..... \*

- Casual
- Extempore
- Complex
- Rehearsed

Which of these is not a step in the preparation of an interview? \*

- Analyzing yourself
- Identifying your skills
- Being negative
- Revising your subject

The main purpose of a group discussion is to measure: \*

- Knowledge
- Personality
- Group communication skills
- Leadership skills

It's okay to pause before answering a question to give yourself time to gather your thoughts during the interview. \*

- True
- False

The prime and foremost purpose of a resume is to ..... \*

- get an interview call
- decorate the document
- list personal hobbies
- impress friends

Which of the following should you NOT do after an interview? \*

- Send a thank-you email
- Email the interviewer every day for an update
- Reflect on your strengths and weaknesses
- Reflect on your interview responses

Just reading out a presentation from slides is: \*

- Appreciated
- Important
- Not appreciated
- Good

A conference is not attended by..... \*

- invited guests
- people with common interests
- permitted observers
- common people

What is the purpose of a seminar? \*

- To entertain the audience
- To educate and inform the audience
- To sell products or services
- To conduct a debate

.....is the old fashioned terminology for Resume or CV. \*

- Bio- Data
- Application Letter
- Personal Details
- Resume

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# Continuous Internal Evaluation of AEC: Business Communication

BBA-I Sem-II 2023-24

Email \*

nirjalapatil3253@gmail.com

Name \*

Nirjala pramod patil

Roll no. \*

9572

Seat No. \*

503198

**All questions are compulsory**

A speech given without preparation is called ..... \*

- Casual
- Extempore
- Complex
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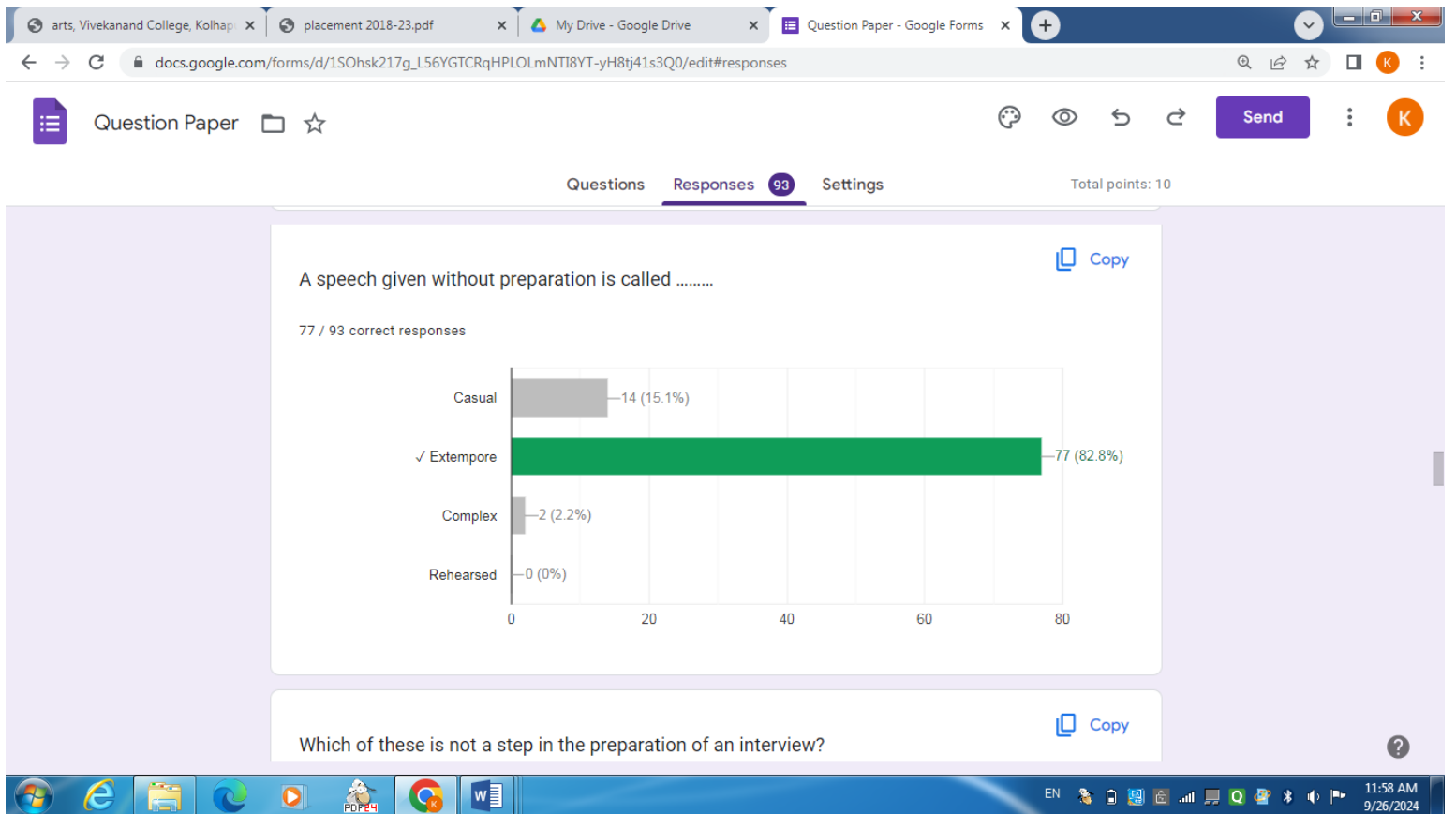
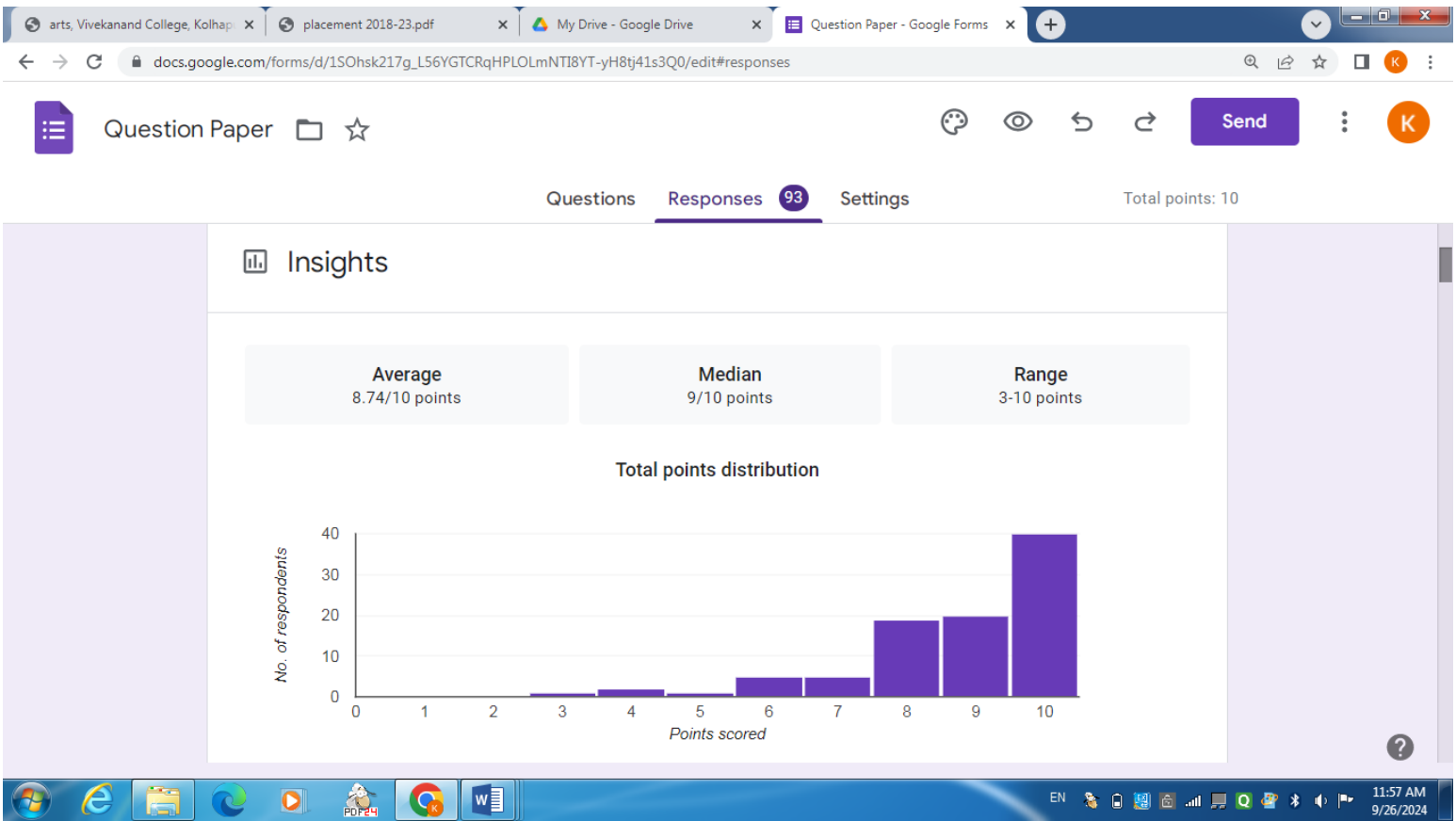
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- Bio- Data
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Question Paper

Questions Responses 93 Settings Total points: 10

0 20 40 60 80

Which of these is not a step in the preparation of an interview? [Copy](#)

86 / 93 correct responses

Option	Count	Percentage
Analyzing yourself	3	3.2%
Identifying your skills	3	3.2%
✓ Being negative	86	92.5%
Revising your subject	1	1.1%

0 20 40 60 80 100

11:59 AM 9/26/2024

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Question Paper

Questions Responses 93 Settings Total points: 10

0 20 40 60 80

The main purpose of a group discussion is to measure: [Copy](#)

90 / 93 correct responses

Option	Count	Percentage
Knowledge	2	2.2%
Personality	1	1.1%
✓ Group communication skills	90	96.8%
Leadership skills	0	0%

0 20 40 60 80 100

12:00 PM 9/26/2024

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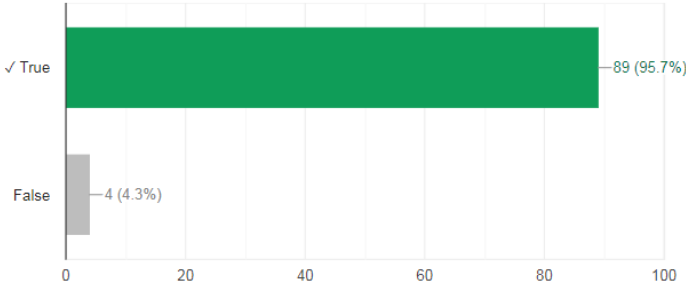
Question Paper

Questions Responses **93** Settings Total points: 10

0 20 40 60 80 100

It's okay to pause before answering a question to give yourself time to gather your thoughts during the interview. [Copy](#)

89 / 93 correct responses



Response	Count	Percentage
✓ True	89	95.7%
False	4	4.3%

12:00 PM 9/26/2024

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docs.google.com/forms/d/1SOhsk217g\_L56YGTCRqHPLOLmNTI8YT-yH8tj41s3Q0/edit#responses

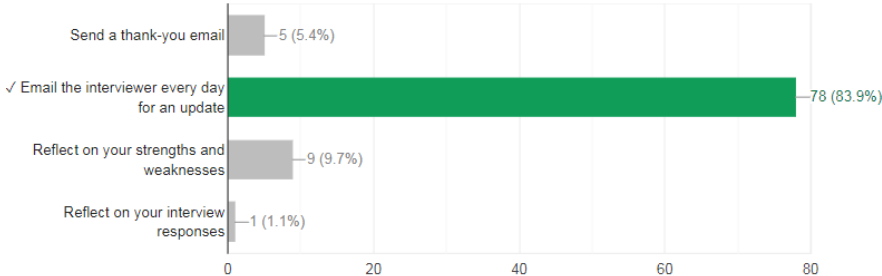
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Questions Responses **93** Settings Total points: 10

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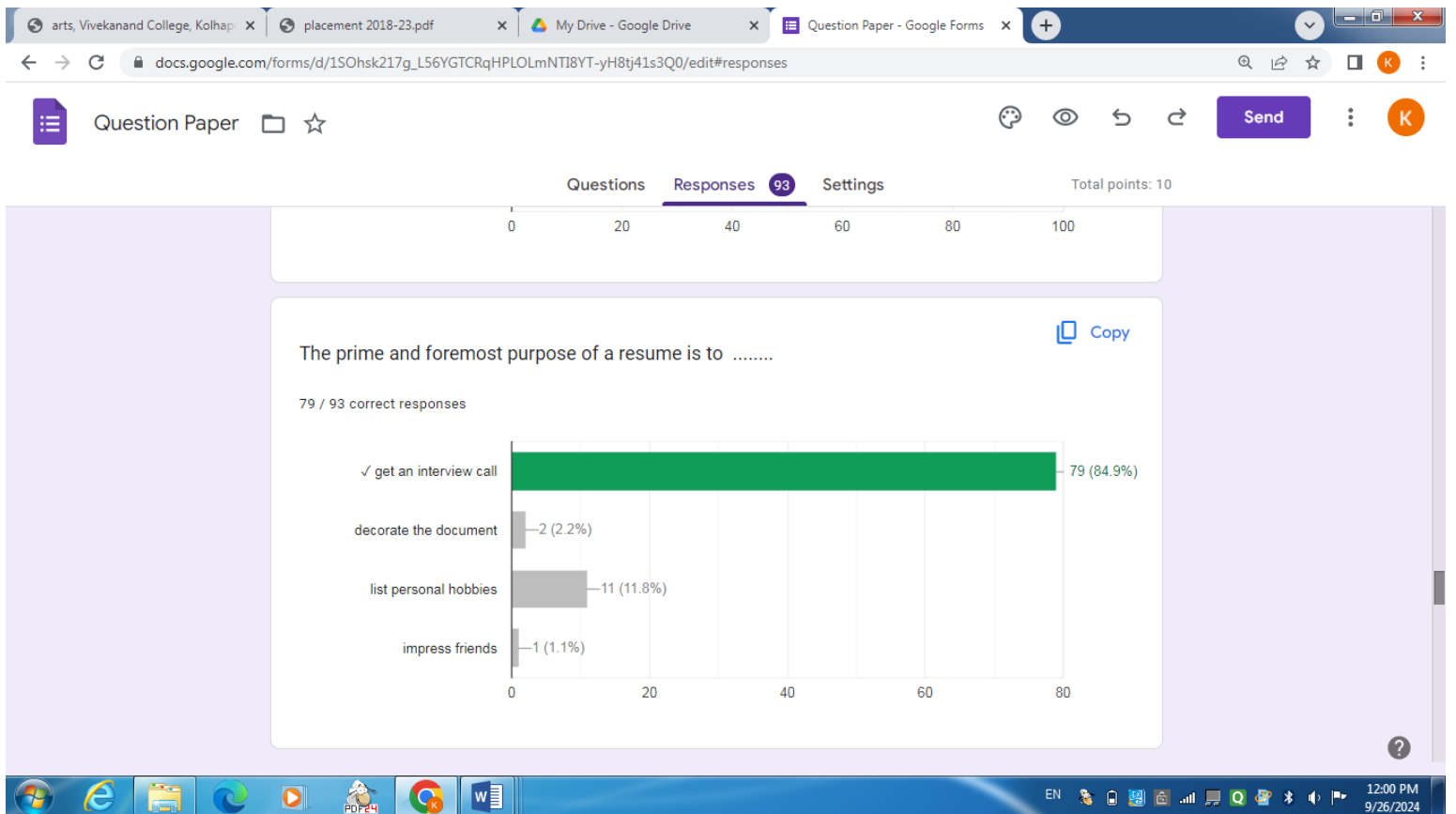
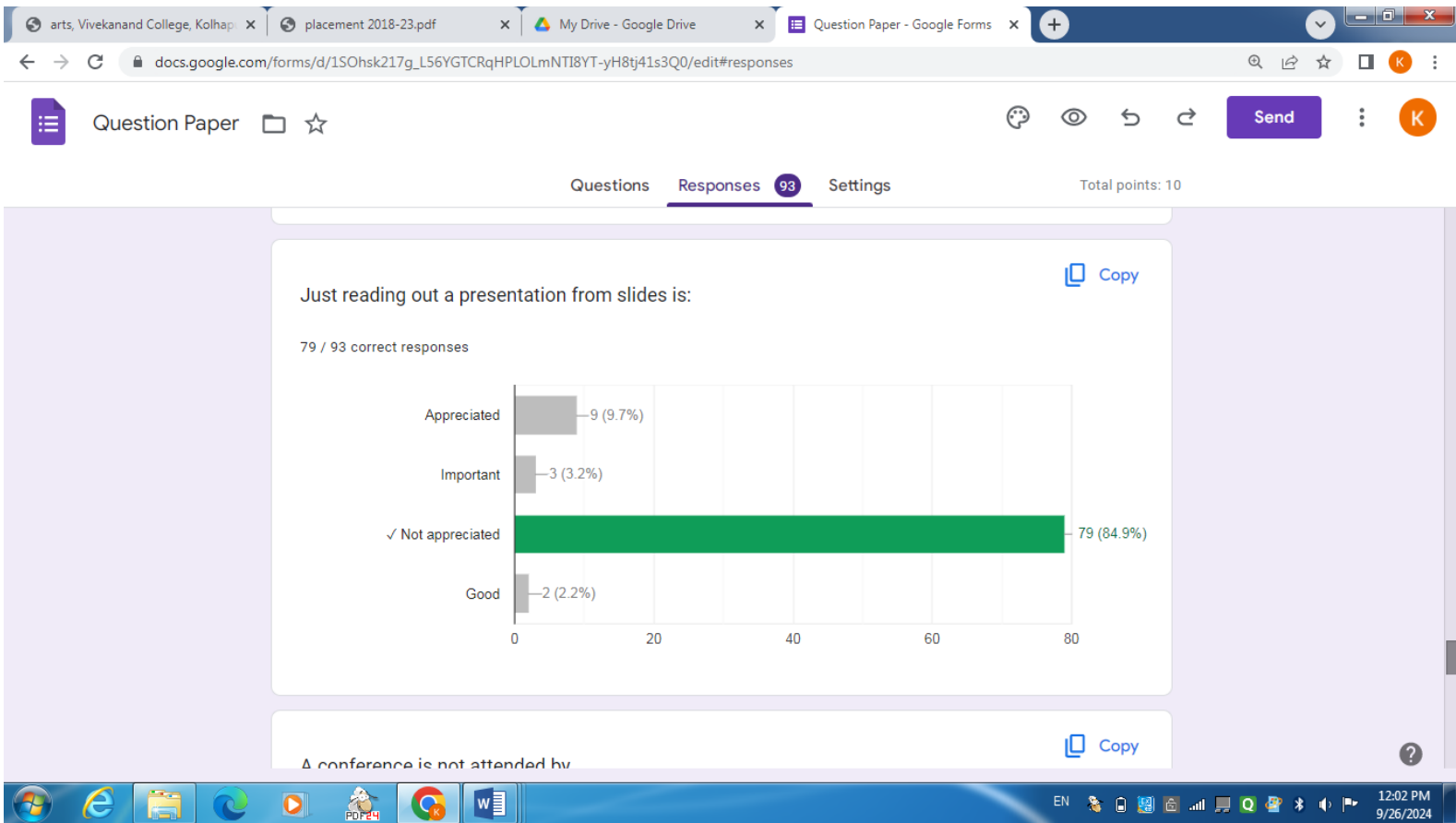
Which of the following should you NOT do after an interview? [Copy](#)

78 / 93 correct responses



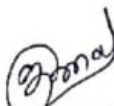
Response	Count	Percentage
Send a thank-you email	5	5.4%
✓ Email the interviewer every day for an update	78	83.9%
Reflect on your strengths and weaknesses	9	9.7%
Reflect on your interview responses	1	1.1%


12:01 PM 9/26/2024



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2024/04/03 3:51:18 pm	Gishagurav2552006@gmail.com	10.00 / 10	Isha Dayanand Gurav
2024/04/03 4:12:07 pm	Gupekshakamble@gmail.com	7.00 / 10	Upeksha Suresh Kamble
2024/04/03 4:59:49 pm	Gsalokheharshada@gmail.com	8.00 / 10	Harshada Satish salokhe
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2024/04/04 10:50:00 am	Gomotari2004@gmail.com	10.00 / 10	Om Otari
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2024/04/10 11:12:24 am	Gtanishkamat4@gmail.com	10.00 / 10	Tanish kamat
2024/04/10 4:31:11 pm	Gswayamtelvekar38@gmail.com	9.00 / 10	Swayam Harish Telvekar

  
Ms. K. R. Vhonkhande  
Subject Teacher

  
Dr. Kavita Tiwade  
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DEPARTMENT OF ENGLISH  
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KOLHAPUR (EMPOWERED AUTONOMOUS)