

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

Term-End Examination

June, 2011

**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

1. Fill up the blanks with suitable prepositions :
- (a) I waited _____ ten O' clock.
 - (b) He is ashamed _____ his conduct.
 - (c) Never put your fingers _____ your mouth.
 - (d) He is hiding _____ the door.
 - (e) There are eight apples _____ the cupboard.
 - (f) The postman knocks _____ the door.
 - (g) We cut cloth _____ scissors.

- (h) Do not walk _____ me.
- (i) Ashu will come back _____ two hours.
- (j) The teacher is drawing a rose _____
the blackboard.
2. you are a businessman and you need finance to expand your business. Write a letter to your banker requesting for a loan of Rs. Twenty Lacs.
3. Explain clearly seven Cs of effective communication.
4. You have received goods from your supplier but certain goods do not match the ordered goods. Write a letter of complaint to your supplier stating above fact.

SECTION - B

Attempt *any THREE* of the following

1. Describe in brief the basic qualities of a successful entrepreneur.
 2. Explain the advantages and disadvantages of sole trader.
 3. What do you mean by mission statement ? Write a mission statement of a business using imaginary facts.
 4. What are the factors an entrepreneur should take into consideration while setting up a new small business ?
 5. Write short notes on *any two* of the following :
 - (a) Market Research
 - (b) SWOT Analysis
 - (c) Partnership deed
 - (d) Self Help Group
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