

Syba 13/3/15 IV Sem Mar, 15

NO3ABH

Bus. Comm.

Time : 2.30 Hrs

Marks: 75

Note:

1. All questions are compulsory
2. Figures to the right indicate marks

Q.1 A) Fill in the blanks

(05)

- a) To test the candidates ability to withstand pressure is the primary objective of.....interview.
- b)is a list of item to be discuss at the meeting
- c) The conference begins with the keynote address by
- d)Provides an excellent opportunity to display the organization products and information posters.
- e)take care to make the candidate feel comfortable

B) State whether the following statements are true or false.

(05)

- a) Honesty in answering question is the best Policy in an interview
- b) A record of decision taken at a formal meeting is called agenda
- c) Effectiveness of an audio teleconferencing depends entirely on time quality of voice
- d) An exit interview is given to promote an employee
- e) House Journal is a periodical magazine of an organization.

C) Define the following in one sentence

(05)

- a) WASP
- b) Interviewer
- c) Video teleconferencing
- d) Executive meeting
- e) Open House

Q.2 Write Short Notes on Any Three

(15)

- a) Preparation for a meeting
- b) Grievance interview
- c) Disadvantage of committee meetings
- d) WASP
- e) Importance of group communication

Q.3 Answer Any Two of the following

(15)

- a) What is a Conference? What kind of preparation would you make for it?
- b) Define Public Relation. Discuss its major functions and objectives
- c) What do you understand by Video Conference? Write a detail note on function of video conference

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Q.4 Draft Any Three

(15)

- a. Draft a letter of inquiry to the Prashant Radio manufacturing company, Mumbai for a catalogue and trade term to start business as dealers in radios.
- b. Draft a complaint to bizz bazaar, Thane about the expiry date of two fruit drinks cans which you bought under buy one get one free offer.
- c. Write a letter to promote the sale of a new dental cream.
- d. Write a letter to the district forum about your service provider has charged you. Rs.1000/- for a latest ringtones on your mobile facility, when you had not subscribed for it. Explain how you have failed to get your complain redressed by the company.
- e. you have been denied admission by a prestigious college despite a high percentage of marks in your previous examination draft a RTI petition to ask for a relevant information.

Q.5

- A) Committee has been formed to investigate the condition of roads in south Mumbai. Draft a committee report.

(07)

OR

- A) Draft an individual report about the possibility of starting a book stall and stationary store in your college.

(07)

- B) Draft the Notice, Agenda and two Resolutions for the monthly board meeting of Amol Glass company.

- C) Write a summary of the following passage and give a suitable title to it.

(04)

It is always attractive to do something interesting and to do it as well as possible, but serious injury or an unaccountable loss of form quickly halts the progress of many a young sportsman. A handful of top professionals can afford a house in London, another in the country, and a third on the French Riviera, as well as a Rolls Royce and a yacht in the Bahamas, but most professional players just manage to gain a bare living from their sport. Outdoor life can be delightful except when the prevalent weather conditions are rain, wind, snow, fog or ice. It is flattering to hear one's name chanted with acclaim by thousands on the terraces but crowds are fickle and soon forget, once time takes its toll of muscle and mind. Tommy Lawton, the football hero of the forties, spent his later years in poverty, forgotten by all but a small band of his closest friends. Sportsmen at the height of their profession travel the world and visit exotic places. The English cricket team may spend its winters in Australian summers and the Wimbledon women champions may spend the year bathed in sunshine, but their own social lives are disrupted and leisure hours have to be sacrificed to hard, exhausting practice. All professional sportsmen must adhere to strict training schedules to maintain their physical fitness; their lives are devoted to keeping the body in peak condition by exhausting exercise combined with a strict regime of self discipline and moderation in food and drink.

- सुचना :- 1) सर्व प्रश्न आवश्यक .
2) उजवीकडील संख्या गुण दर्शवितात .

प्र १ अ) रिकाम्या जागा भरा .

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- 1) उमेदवाराच्या तणावाला जुळवून घेण्याच्या क्षमतेची पारख करणे हे -----मुलाखतीचे मुख्य उद्देश आहे .
- 2) ----- हे सभेमध्ये चर्चा करण्याच्या मुद्द्यांची यादी आहे .
- 3) परिषद ही ----- हयांच्या मुख्य संदेश भाषणाने सुरु होते .
- 4) ----- हे एका संघटनेचे उत्पादन व माहिती देण्याचे महत्त्वाचे साधन आहे .
- 5) ----- हा मुलाखतीसाठी आलेल्या उमेदवारासाठी योग्य स्थिती तयार करतो .

ब) खालील विधाने चूक कि बरोबर ते लिहा .

0५

- 1) मुलाखतमध्ये उत्तरांमधला प्रामाणिकता हा उत्तम गुण मानला जातो .
- 2) सभेनंतर घेतलेल्या निर्णयांचे लिखित कागदपत्र म्हणजे कार्यक्रमपत्रिका होय .
- 3) आवाजाच्या गुणवत्तेवर ध्वनीपरिषदेची परिणामकारकता अवलंबून आहे .
- 4) नोकरवर्गाला वढती देण्यासाठी इक्सिट मुलाखत घेतली जाते .
- 5) हाऊस जनरल हे संघटनेचे पाक्षिक नियतकालिक असते .

क) एका वाक्यात व्याख्या लिहा .

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- 1) WASP
- 2) मुलाखत देणारा
- 3) दूरचित्रवाणी परिषद
- 4) नियामक मंडळ सभा
- 5) ओपन हाऊस

प्र २) टिपा लिहा (कोणत्याही तीन) .

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- 1) सभेची तयारी
- 2) तक्रार मुलाखत
- 3) समिती सभेचे तोटे
- 4) मुलाखत देणारा
- 5) समूह संज्ञापनाचे महत्त्व

प्र ३) खालीलपैकी कोणत्याही दोन प्रश्नांची उत्तरे लिहा (कोणत्याही दोन) .

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- 1) परिषद म्हणजे काय? परिषदेसाठी तुम्हाला काय तयारी करावी लागेल ते लिहा .
- 2) जनसंपर्क म्हणजे काय? त्याची कार्यप्रणाली व उद्दिष्टे यांची चर्चा करा .
- 3) दूरचित्रवाणी परिषद काय असते ? दूरचित्रवाणी परिषद कार्यप्रणालीवर सविस्तर लिहा .

प्र ४) खालीलपैकी कोणतीही तीन पत्रे लिहा .

- 1) तुम्हाला रेडिओ विक्रेता व्यवसाय सुरू करावयाचा आहे . तर व्यापार अटी व यादीसाठी प्रशांत रेडिओ कंपनी, मुंबईला चौकशीपत्र लिहा .
- 2) तुम्ही बिज बाजार, ठाणे मधून 'एकावर एक मोफत' संधी मधून घेतलेल्या दोन पेय कॅनची समाप्ती दिनांक बदल तक्रारपत्र लिहा .
- 3) दातांच्या नवीन क्रिमची जाहिरात करणारे विक्रीपत्र लिहा .
- 4) तुम्ही नवीन रिंगटोन योजनेचा लाभ घेतलेला नसतानाही तुमच्या मोबाईल सेवा देणा-या कंपनीने रू .१००० शुल्क आकारले आहे . तुम्ही संवधित कंपनीला तक्रार केली पण तुम्हाला त्यांच्याकडून प्रतिसाद मिळत नसल्याने त्यावद्दलचे तक्रार निवारणपत्र जिल्हा समितीला लिहा .
- 5) तुम्हाला परिक्षेत उत्तम गुण असतानाही नामांकित महाविद्यालयाने तुम्हाला प्रवेश नाकारला आहे . त्यावद्दल माहिती मिळविणारे माहिती अधिकारपत्र लिहा .

प्र ५)

अ) दक्षिण मुंबईतील रस्त्यांच्या खराब अवस्थेची चौकशी करणारी समिती नेमली आहे . तर त्या समितीचा अहवाल लिहा

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किंवा

अ) तुमच्या महाविद्यालयात पुस्तक व लेखनसाहित्य दुकान चालू करण्याच्या शक्यतेवर अहवाल तयार करा .

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ब) अमोल काचकाम कंपनीच्या मासिक संचालक बैठकीची सुचना, कार्यक्रमपत्रिका व दोन ठराव तयार करा .

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क) पुढील परिच्छेदाचे सारांश लेखन करा आणि शीर्षक द्या .

०४

It is always attractive to do something interesting and to do it as well as possible, but serious injury or an unaccountable loss of form quickly halts the progress of many a young sportsman. A handful of top professionals can afford a house in London, another in the country, and a third on the French Riviera, as well as a Rolls Royce and a yacht in the Bahamas, but most professional players just manage to gain a bare living from their sport. Outdoor life can be delightful except when the prevalent weather conditions are rain, wind, snow, fog or ice. It is flattering to hear one's name chanted with acclaim by thousands on the terraces but crowds are fickle and soon forget, once time takes its toll of muscle and mind. Tommy Lawton, the football hero of the forties, spent his later years in poverty, forgotten by all but a small band of his closest friends. Sportsmen at the height of their profession travel the world and visit exotic places. The English cricket team may spend its winters in Australian summers and the Wimbledon women champions may spend the year bathed in sunshine, but their own social lives are disrupted and leisure hours have to be sacrificed to hard, exhausting practice. All professional sportsmen must adhere to strict training schedules to maintain their physical fitness; their lives are devoted to keeping the body in peak condition by exhausting exercise combined with a strict regime of self discipline and moderation in food and drink.