(5) In what way is a spendthrift selfish ?

(6) What are Anne and Jack talking about ? How does Anne refute Thomas Jefferson's words ?

(7) What is meant by "arbitrary interference with privacy" ? And what is the remedy suggested for such interference ?

(8) What kind of a book did the author read in the British Museum ? 3×5=15

II. **FIVE** questions on vocabulary from the **two** prescribed texts.

Give meanings of the following words and make **one** sentence each :

(1) Bequeath

(2) Anchorage

(3) Incitement

(4) Dissentient

(5) Exasperation. 1×5=5

SECTION—C

There are **TWO** questions, **ONE** from each prescribed text. The students are required to answer any **ONE**.

Write an essay on the author's technique in "The Story Teller".

OR

How was Grimsdyke's life deeply influenced by the 'power of women' ? ("Power of Women") 1×7=7

Write a paragraph on **ONE** of the following **TWO** topics :

If mobiles vanished one morning !

OR

Independence a boon or curse for India. 1×7=7

कन्या महा विद्यालय पुस्तकालय
जालन्धर शहर

Exam. Code : 105401

Subject Code : 1443

BBA I{st} Semester

ENGLISH COMPULSORY

Paper—BBA–101

Time Allowed—3 Hours] [Maximum Marks—50

SECTION—A

Attempt any **SIXTEEN** :

(a) Complete the following sentences choosing from the following verbs in the correct form :

begin, change, get, increase, rise, happen.

(1) The world _____. Things never stay the same.

(2) The cost of living _____. Every year things are more expensive.

(3) The situation is already bad and it _____ worse.

(b) Put the verb in correct form :

(4) What time _____ (the banks/close) here ?

(5) Look at this sentence. What _____ (this word/mean)?

(c) Read the situation and write the questions from the words in the brackets :

(6) You know that Jane is a good friend of Jannie. You ask Jane : _____

(how long/know/Jannie ?) _____.

(7) A friend of yours is learning to drive. You ask him :

(how long/learn/to drive) _____.

(d) Put the verb into the more suitable form, present perfect simple (I have done) or continuous (I have been doing) :

(8) Where have you been ? _____ (you/play) tennis ?

(9) Look ! _____ (somebody/break) that window.

(10) My brother is an actor _____ (he/appear) in several films.

(e) Somebody says something to you which is the opposite of what they said earlier. Complete the answers :

(11) I know lots of people.

Do you ? I thought you said _____.

(12) I am going out this evening.

Are you ? But you said _____.

(f) Complete the sentences using **supposed to be +** **choosing from** the following phrases :

On a diet, a flower, my friend, a joke, working.

(13) What's this drawing ? Is it a tree ? Or may be it _____.

(14) You shouldn't be reading the paper now. You _____.

(g) Write a sentence with **if .....** for each situation :

(15) This book is too expensive, so I'm not going to buy it.

I'd _____ if _____.

(16) It's raining, so we can't have lunch outside. We _____.

(h) Write sentences about yourself. Imagine things you would like or wouldn't like :

(17) (a place you would love to live) _____.

(18) (something that would be nice to have) _____.

(i) Put in will ('ll) or won't :

(19) There is no need to take an umbrella with you. It _____ rain.

(20) I've got some incredible news! You _____ never believe what happened.

1×16=16

SECTION—B

Attempt both parts of this section.

I. **EIGHT** questions from the **two** prescribed literary texts. The students are required to attempt any **FIVE** choosing at least **TWO** questions from each prescribed text. The answers should not exceed **15-20** sentences each.

(1) Why did Monsieur Orielle retain his post as a clerk ?

(2) Comment on the first and the final reaction by the children to the story of Bertha.

(3) How has the narrator had his revenge in the story "The Luncheon" ?

(4) Comment on the significance of the title "The Shroud".

Exam. Code : 105401

Subject Code : 1444

BBA 1st Semester

PUNJABI COMPULSORY

Paper–BBA–102 (i)

Time Allowed—3 Hours]

[Maximum Marks—50

ਨੋਟ : ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹਨ।

1. 'ਸਿਦਕਾਂ ਵਾਲਿਆਂ ਦੇ ਬੇੜੇ ਪਾਰ ਨੇ' ਕਵਿਤਾ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ ਲਿਖੋ।

ਜਾਂ

'ਖੈਰ ਪੰਜਾਬੀ ਦੀ' ਕਵਿਤਾ ਦਾ ਸਾਰ।   10

2. 'ਸੋਭਾ ਸਿੰਘ' ਰੇਖਾ-ਚਿੱਤਰ ਦੇ ਆਧਾਰ 'ਤੇ ਸੋਭਾ ਸਿੰਘ ਦੀ ਸ਼ਖ਼ਸ਼ੀਅਤ ਦੇ ਗੁਣ ਦੱਸੋ।

ਜਾਂ

'ਪ੍ਰਿਥਵੀਰਾਜ ਕਪੂਰ' ਰੇਖਾ-ਚਿੱਤਰ ਦਾ ਸਾਰ ਲਿਖੋ।   10

3. ਹੇਠ ਲਿਖੇ ਵਿਸ਼ਿਆਂ ਵਿੱਚੋਂ ਕਿਸੇ **ਇੱਕ** ਉੱਪਰ ਪੈਰ੍ਹਾ ਰਚਨਾ ਕਰੋ :

    (1) ਦੀਵਾਲੀ

    (2) ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਜੀ

    (3) ਫ਼ੈਸ਼ਨ।

    5

4. ਹੇਠ ਲਿਖੇ ਪੈਰ੍ਹੇ ਨੂੰ ਧਿਆਨ ਨਾਲ ਪੜ੍ਹਕੇ ਹੇਠ ਲਿਖੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਦਿਓ :

ਨੌਵੇਂ ਸਤਿਗੁਰੂ ਧਰਮ ਦੀ ਮੂਰਤਿ ਸਨ। ਉਸਰ ਰਹੇ ਨਵੇਂ ਸਮਾਜ ਨੂੰ ਉਨ੍ਹਾਂ ਨੇ ਆਤਮ ਤਿਆਗ ਅਤੇ ਪਰਉਪਕਾਰ ਦਾ ਸਬਕ

ਚਾਂਦਨੀ ਚੌਕ ਦਿੱਲੀ ਵਿੱਚ ਸੀਸ ਭੇਟ ਕਰਕੇ ਦਿੱਤਾ। ਗੁਰੂ ਗੋਬਿੰਦ ਸਿੰਘ ਜੀ ਇਸ ਮਹਾਨ ਵਿਰਸੇ ਦੇ **ਉੱਤਰਧਿਕਾਰੀ** ਸਨ। ਸੰਗਤ, ਪੰਗਤ, ਸੰਗਠਨ, ਕੇਂਦਰੀ ਸਥਾਨ, ਸ਼ਬਦ ਬੋਹਿਥ, ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ, ਸੰਜਮ, **ਬਿਬੇਕ** ਤੇ ਪਰਉਪਕਾਰ ਨੂੰ ਨਿਧਾਂ ਦਾ ਭੰਡਾਰ ਇਹਨਾਂ ਦਾ ਅਮੁੱਲ **ਵਿਰਸਾ** ਸੀ। ਇਸ ਅਮੁੱਲ ਵਿਰਸੇ ਅਤੇ ਪ੍ਰਭੂ ਦੀ ਇੱਕੋ ਇੱਕ ਓਟ ਉੱਤੇ ਅਟਲ ਵਿਸ਼ਵਾਸ ਰੱਖਦਿਆਂ ਹੋਇਆਂ ਆਪ ਨੇ ਖ਼ਾਲਸਾ ਪੰਥ ਦੀ ਅਗਵਾਈ ਕੀਤੀ।

(1) ਗੁਰੂ ਗੋਬਿੰਦ ਸਿੰਘ ਜੀ ਨੇ ਪੰਥ ਦੀ ਅਗਵਾਈ ਕਿਵੇਂ ਕੀਤੀ ?

(2) ਗੁਰੂ ਤੇਗ ਬਹਾਦਰ ਜੀ ਨੇ ਮਨੁੱਖਤਾ ਨੂੰ ਕੀ ਸਿੱਖਿਆ ਦਿੱਤੀ ?

(3) ਇਹਨਾਂ ਦਾ ਅਮੁੱਲ ਵਿਰਸਾ ਕੀ ਹੈ ?

(4) ਪੈਰੇ ਦਾ ਢੁੱਕਵਾਂ ਸਿਰਲੇਖ ਲਿਖੋ।

(5) ਮੋਟੇ ਸ਼ਬਦਾਂ ਦੇ ਅਰਥ ਲਿਖੋ।   5

5. . ਭਾਸ਼ਾ ਅਤੇ ਉਪ-ਭਾਸ਼ਾ ਦੀ ਪਰਿਭਾਸ਼ਾ ਦੱਸਦੇ ਹੋਏ ਦੋਵਾਂ ਵਿੱਚ ਅੰਤਰ ਸਪਸ਼ਟ ਕਰੋ।   10

6. ਹੇਠ ਲਿਖੇ ਚਾਰ ਪ੍ਰਸ਼ਨਾਂ ਵਿੱਚੋਂ **ਦੋ** ਦੇ ਉੱਤਰ ਲਿਖੋ :

(1) ਭਾਸ਼ਾ ਦੇ ਟਕਸਾਲੀ ਰੂਪ ਦੀ ਪਰਿਭਾਸ਼ਾ ਦੱਸਦੇ ਹੋਏ ਵਿਸ਼ੇਸ਼ਤਾਈਆਂ ਦੱਸੋ।

(2) ਭਾਸ਼ਾ ਦੇ ਪਹਿਲੀ ਭਾਸ਼ਾ ਦੇ ਤੌਰ 'ਤੇ ਅਧਿਆਪਨ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਈਆਂ ਦੱਸੋ।

(3) ਭਾਸ਼ਾ ਦੇ ਦੂਜੀ ਭਾਸ਼ਾ ਦੇ ਤੌਰ 'ਤੇ ਅਧਿਆਪਨ ਨਾਲ ਪੇਸ਼ ਆਉਣ ਵਾਲੀਆਂ ਸਮੱਸਿਆਵਾਂ ਦੱਸੋ।

(4) ਭਾਸ਼ਾ ਦੇ ਦੂਜੀ ਭਾਸ਼ਾ ਦੇ ਤੌਰ 'ਤੇ ਅਧਿਆਪਨ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਈਆਂ ਦੱਸੋ।   5×2=10

ਕਨਿਆ ਮਹਾ ਵਿਦਿਆਲਯ ਪੁਸਤਕਾਲਯ
ਜਲਨਧਰ ਸਹਰ

Exam. Code : 105401

Subject Code : 1445

BBA Iˢᵗ Semester

MUDHLI PUNJABI

Paper–BBA–102(ii)

Time Allowed—3 Hours]   [Maximum Marks—50

ਨੋਟ : ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਜ਼ਰੂਰੀ ਹਨ।

1. (ੳ) ਗੁਰਮੁੱਖੀ ਲਿਪੀ ਵਿੱਚ ਵਰਨਮਾਲਾ ਦੀ ਤਰਤੀਬ ਲਿਖੋ।

(ਅ) ਗੁਰਮੁੱਖੀ ਲਿਪੀ ਦੀ ਵਰਨਮਾਲਾ ਵਿੱਚ _____ ਤੋਂ _____
ਤੱਕ ਸਾਰੇ _____ ਹਨ।   5+5=10

ਜਾਂ

ਪੈਰ ਵਿੱਚ ਬਿੰਦੀ ਵਾਲੇ ਵਰਨ ਕਿਹੜੇ ਹਨ ? ਉਦਾਹਰਣ
ਸਹਿਤ ਲਿਖੋ।   10

2. (ੳ) ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਵਿੱਚ ਜਦੋਂ ਅੱਖਰ ਦੇ ਪੈਰ ਵਿੱਚ ਅੱਧਾ ਅੱਖਰ
ਲਗਦਾ ਹੈ ਤਾਂ ਉਸ ਨੂੰ ਕੀ ਕਹਿੰਦੇ ਹਨ ? ਪੈਰ ਵਿੱਚ ਪੈਣ
ਵਾਲੇ ਹ ਰ ਵ ਦਾ ਉਚਾਰਨ ਲਿਖੋ।

(ਅ) ਪੈਂਤੀ ਅੱਖਰੀ ਵਿੱਚ ਕ ਵਰਗ ਦੇ ਅੱਖਰ ਲਿਖੋ। ਇਹਨਾਂ
ਦਾ ਉਚਾਰਣ ਮੂੰਹ ਦੇ ਕਿਸ ਭਾਗ ਰਾਹੀਂ ਹੁੰਦਾ ਹੈ ?

      5+5=10

3. ਟਿੱਪੀ ਕਿਸ ਨੂੰ ਕਹਿੰਦੇ ਹਨ ਦੀ ਵਿਆਖਿਆ ਕਰੋ ? ਟਿੱਪੀ ਦੀ
ਵਰਤੋਂ ਵਾਲੇ ਛੇ ਸ਼ਬਦ ਲਿਖੋ।   5+5=10

4. (ੳ) ਵਿਸ਼ਰਾਮ ਚਿੰਨ ਦਾ ਅਰਥ ਸਪੱਸ਼ਟ ਕਰੋ।

(ਅ) ਹੇਠ ਲਿਖੇ ਵਿਸ਼ਰਾਮ ਚਿੰਨਾਂ ਨੂੰ ਕੀ ਕਹਿੰਦੇ ਹਨ ?

    | (_____)

    ,   (_____)

    ?   (_____)

    !   (_____)

    ;   (_____)

    _   (_____)   5+5=10

5. (ੳ) ਵਚਨ ਕਿੰਨੀ ਪ੍ਰਕਾਰ ਦੇ ਹੁੰਦੇ ਹਨ ? ਉਹਨਾਂ ਦੇ ਨਾਂ ਲਿਖੋ।

(ਅ) ਹੇਠ ਲਿਖਿਆਂ ਸ਼ਬਦਾਂ ਦੇ ਵਚਨ ਬਦਲੋ :

    ਪਲੇਟ, ਇੱਟ, ਕਿਤਾਬ, ਸੱਪ, ਰੋਟੀ।   5+5=10

ਜਾਂ

(ੳ) ਨਾਂਵ ਕਿਸ ਨੂੰ ਕਹਿੰਦੇ ਹਨ ? ਇਹ ਕਿੰਨੀ ਪ੍ਰਕਾਰ ਦੇ ਹੁੰਦੇ ਹਨ ?

(ਅ) ਹੇਠ ਲਿਖੇ ਕਿਸ ਪ੍ਰਕਾਰ ਦੇ ਨਾਂਵ ਹਨ :

   1. ਇਹ ਕੁਰਸੀ ਮੋਹਨ ਦੀ ਹੈ।

   2. ਕੋਹਿਨੂਰ ਇੱਕ ਕੀਮਤੀ ਹੀਰਾ ਹੈ।

   3. ਅੱਜ ਕੱਲ ਸੋਨਾ ਬਹੁਤ ਮਹਿੰਗਾ ਹੈ।

   4. ਸੱਚ ਹਮੇਸ਼ਾ ਕੌੜਾ ਹੁੰਦਾ ਹੈ।

   5. ਬੱਚੇ ਖੇਡ ਰਹੇ ਹਨ।   5+5=10

Adjustments required :

1. Stock on 31.3.2015   Rs. 14,700

2. Salaries unpaid   Rs. 1,000

3. Rent paid in advance   Rs. 750

4. Create 5% Provision for bad and doubtful debts on Sundry debtors.

9. Prepare Trading, Profit and Loss Account and Balance Sheet on 31st March, 2014 :

	Rs.		Rs.
Machinery	27,000	Capital	60,000
Sundry debtors	21,600	Bills payable	2,800
Drawings	2,700	Sundry Creditors	1,400
Purchases	58,500	Sales	73,500
Wages	15,000		
Sundry expenses	600		
Rent and taxes	1,350		
Carriage inwards	450		
Bank	4,500		
Opening stock	6,000		

Closing stock Rs. 22,400

B.B.A. Ist Semester
BASIC ACCOUNTING
Paper—BBA-103

Time Allowed—3 Hours]   [Maximum Marks—50

Note :—(1) **Section—A** : Attempt any **TEN** questions. Each question carries **1** mark.

(2) **Section—B** : Attempt any **TWO** questions. Each question carries **10** marks.

(3) **Section—C** : Attempt any **TWO** questions. Each question carries **10** marks.

SECTION—A

1. (a) Differentiate between Book Keeping and Accounting.

(b) Explain cash system of accounting.

(c) Explain straight line method of depreciation.

(d) Explain the term liability.

(e) Explain separate legal entity concept.

(f) Explain basic accounting equation.

(g) What is the necessity of making cash book ?

(h) Explain compensating errors.

(i) Differentiate between gross profit and net profit.

(j) Explain the treatment of drawings in final accounts.

(k) How do you create vouchers in Tally.

(l) Explain the convention of Conservatism.

SECTION—B

2. Explain the concept of depreciation. What are the different causes of depreciation ?

3. Define accounting. What are the main advantages and disadvantages of accounting ?

4. Give journal entries for the following in 2014 and prepare the ledger accounts :

Jan. 1	Purchased goods for 2,000.
Jan. 2	Furniture purchased on credit from Salwan and Company Rs. 20,000.
Jan. 4	Sold goods to Rattan and Company Rs. 2,800.
Jan. 5	Credit sales to Jaswant and Co. Rs. 20,000.
Jan. 7	Purchased goods from Jasdeep and Company Rs. 2,000.
Jan. 9	Cash purchases Rs. 8,000.
Jan. 12	Goods returned to Jasdeep and Company Rs. 6,000.
Jan. 20	Received from Rattan and Company Rs. 3,700.
Jan. 22	Cash Sales Rs. 2,000.
Jan. 25	Sold Goods to Rajesh Jain Rs. 5,000.
Jan. 30	Received Rs. 19,400 from Jaswant and Company.
Jan. 30	Rent Paid Rs. 2,000.

5. On 1st Jan. 2015 Mr. A purchased plant and machinery costing Rs. 70,000. It is estimated that its working life is 10 years, at the end of which it will fetch Rs. 10,000. Additions were made on 1st Jan. 2016 to the value of Rs. 40,000 (residual value of Rs. 4,000). Further additions are made on July 1, 2017 to the value of Rs. 20,000 (scrap value Rs. 2,000). The working life of both the additional plants is 20 years.

Show the plant and machinery account for the first four years, if depreciation is written off according to straight line method. The accounts are closed on 31st December every year.

SECTION—C

6. Explain the advantages and disadvantages of computerised accounting.

7. Explain the following adjustments in final accounts :
   (a) Provision for doubtful debts
   (b) Depreciation
   (c) Interest on drawings
   (d) Goods on sale or return basis
   (e) Goods distributed as sample.

8. From the following Trial Balance of Mr. Joseph, prepare Trading and Profit and Loss account for the year ended 31st March, 2015 and a Balance Sheet as on that date.

Trial Balance

Particulars	Debit Rs.	Credit Rs.
Capital		1,20,000
Sales		75,000
Purchases	45,000	
Salaries	6,000	
Rent	4,500	
Insurance Premium	900	
Drawings	15,000	
Machinery	84,000	
Bank	13,500	
Cash	13,500	
Stock (1.4.2002)	15,600	
Sundry Debtors	7,500	
Sundry Creditors		10,500
	2,05,500	2,05,500

कन्या महा विद्यालय पुस्तकालय

जालन्ध**Exam. Code : 105401**

Subject Code : 1447

B.B.A. 1st Semester

BUSINESS ORGANIZATION AND SYSTEMS
Paper—BBA-104

Time Allowed—3 Hours] [Maximum Marks—50

Note :—(1) Attempt **TEN** questions from Section A. Answer each question up to **5** lines in length. Each question carries **1** mark.

  (2) Attempt **TWO** questions each from Section B and Section C. Answer each question up to **5** pages in length. Each question carries **10** marks.

SECTION—A

1. Attempt any **TEN** questions :—

  (i) Extractive Industry.

  (ii) Components of Commerce.

  (iii) Industrialization.

  (iv) Partner by Estoppels.

  (v) Independent Legal Entity of a Company.

  (vi) MBE.

  (vii) Managerial Autonomy in Public Enterprises.

  (viii) Social Values.

  (ix) Social audit

  (x) Sources of Creativity.

SECTION—B

2. What do you mean by Business ? Discuss business as an economic system.

3. What are different forms of business undertakings ? What are the features of an ideal business organization ?

4. What are the main characteristics of public enterprises ? What is the rationale behind setting up of public sector enterprises ?

5. Write a note on :

    (i) Stages of Promotion of a Company.

    (ii) Legal Aspects of Formation of a Company.

SECTION—C

6. What do you mean by management by objectives ? What are the issues in the implementation of the concept of management by objectives ?

7. Is technological development and social change interlinked ? If yes, how ? Write your answer with some practical examples of cases of social changes.

8. What do you mean by Social Audit ? How can social audit be implemented ?

9. Write a note on :—

    (i) Import Substitution policy.

    (ii) Different ways of entering international business.

Exam. Code : 105401

Subject Code : 1448

B.B.A. Ist Semester

MANAGERIAL ECONOMICS—I

Paper—BBA-105

Time Allowed—3 Hours]   [Maximum Marks—50

Note :— (1) Attempt any **TEN** parts of Section-A. Answer
each part in upto 5 lines. Each part carries 1
mark.

(2) Attempt any **TWO** questions each from
Sections B and C. Answer each question in
upto **5** pages. Each question carries 10 marks.

SECTION—A

1.   (i)   Define an indifference curve.

(ii)   Name various types of demand.

(iii) What is meant by price elasticity of demand ?

(iv) State the Law of Diminishing Marginal Utility.

(v)   State the Law of Supply.

(vi) Define substitution effect.

(vii) Define Marginal Physical Product.

(viii) Give the main features of monopolistic competition.

456(2117)/BSS-22667   1   **(Contd.)**

(ix) What is Total Revenue ?

(x) State the Law of Returns to Scale.

(xi) State Chamberlin's Heroic assumption in case of monopolistic competition.

(xii) What is meant by economies of scale ?

$1 \times 10 = 10$

SECTION—B

2. State and explain the Law of Equi-Marginal Utility. 10

3. Critically examine the Revealed Preference Theory. 10

4. Define supply. Discuss the factors affecting supply. 10

5. How is consumer equilibrium reached in indifference curves analysis ?

10

SECTION—C

6. State and explain the Law of Variable Proportions. 10

7. Define Average Revenue and Marginal Revenue. Discuss the relationship between Average Revenue, Marginal Revenue and price elasticity of demand.

10

8. Discuss equilibrium of firm and industry under prefect competition.

10

9. Define short and long period costs. Discuss theory of cost in the short run.

10

कन्या महा विद्यालय पुस्तकालय

जालन्धर शहर **Exam. Code : 105401**

Subject Code : 1449

BBA 1st Semester
COMPUTER APPLICATION FOR BUSINESS—I
Paper—BBA-106

Time Allowed—3 Hours] [Maximum Marks—35

SECTION—A

Note :— This section is compulsory. Attempt any *five* questions and restrict answer to **5** lines.

1. (i) Define computer.

   (ii) What are the different types of RAM ?

   (iii) What are the various methods of running programs on windows ?

   (iv) Name the different types of breaks available in MS Word.

   (v) Distinguish between discrete and continuous range in MS Excel.

   (vi) What is the purpose of slide sorter view ?

   $1 \times 5 = 5$

SECTION—B

Note :— Attempt any *two* questions. Restrict answer to 5 pages.

2. Discuss the features of various generations of computers. 7.5

3. (a) Define and distinguish between hardware and software. 2.5

   (b) What are the different types of software ? Explain.

   5

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4. What are the different methods of running and closing applications in MS Windows ? Explain. 7.5

5. Discuss any five basic commands of MS Windows. 7.5

SECTION—C

Note :— Attempt any *two* questions. Restrict answer to 5 pages.

6. (a) How lists are created in MS Word ? 3.5

   (b) What are the different methods of numbering lists in MS Word ? 4

7. (a) How formulae are applied in MS Excel ? Explain. 2.5

   (b) What are the various methods of pasting data in MS Excel ? 2.5

   (c) Write the procedure of protecting worksheet and cells in MS Excel. 2.5

8. Define and distinguish between slide transition and animation. How these are applied in MS PowerPoint ? Explain. 7.5

9. Write the procedure of inserting different types of objects in a presentation. 7.5

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कन्या महा विद्यालय पुस्तकालय
जालन्धर शहर

Exam. Code : 105401

Subject Code : 1450

B.B.A. Iˢᵗ Semester

BUSINESS COMMUNICATION

Paper—BBA-107

Time Allowed—Three Hours]   [Maximum Marks—50

Note :— **Section A :** This section has **TWELVE** questions and students are required to attempt **TEN** questions.

Section B : Consists of **FOUR** questions and students are required to attempt **TWO** questions.

Section C : Consists of **FOUR** questions and students are required to attempt **TWO** questions.

SECTION—A

1.   (i)   What are conditions for successful communication ?

(ii)   Outline seven Cs of communication.

(iii) What is a grapevine ? Discuss implication of communication through grapevine in an organization.

(iv) What is abstracting ? Why is it a barrier to communication ?

458(2117)/BSS-22669   1   (Contd.)

(v) Differentiate between oral and written communication.

(vi) Outline role of visual aids in presentations.

(vii) What is business etiquette ?

(viii) Differentiate between newsletter and a routine letter.

(ix) What is the structure of a resume ?

(x) Write the structure of a notice.

(xi) What is a follow up letter ?

(xii) What is a call letter ?   1×10=10

SECTION—B

2. Outline the communication process while highlighting the various forms of communication.

3. Differentiate between the following :

   (i) Formal and Informal communication

   (ii) Internal and External communication

4. What are main elements of a presentation ? What steps should a presenter undertake to prepare for the presentation ?

5. What does Good business behavior include ? Does culture influence business etiquette ? Give examples.

                                        2×10=20

SECTION—C

6. Writers of business letters are advised to follow the three steps of successful writing to communicate clearly and accurately. Discuss these three steps in detail.

7. Write a letter to your customer Mr. Naink, about withdrawal of overdraft facility to his company account because of multiple defaults in past six months by the company. Highlight how you will mention this tactfully because the customer is a multi crore client and you need to retain the client. Also this is a temporary withdrawal of facility.

8. Write a follow up letter to the client asking for feedback regarding free service he got for his new Hyundi i20.

9. What are the protocols for corresponding with various stakeholders regarding dividend ?   2×10=20

Exam. Code : 105401

Subject Code : 1451

B.B.A. 1st Semester

DRUG ABUSE : PROBLEM, MANAGEMENT & PREVENTION

Time Allowed—3 Hours] [Maximum Marks—50

SECTION—A

Note :— It will consist of **five** short answer type questions. Candidates will be required to attempt **three** questions, each question carrying **5** marks. Answer to any of the questions should not exceed **two** pages. 3×5=15

1. What do you mean by Drugs ?

2. Explain types of drugs on the basis of use.

3. Discuss Drug Abuse as an International Phenomenon.

4. Write the symptoms of Drug Addiction at Early stage.

5. Write a note on Psychoactive Drugs.

SECTION—B

Note :— It will consist of **four** essay type questions. Candidates will be required to attempt **two** questions, each question carrying **10** marks. Answer to any of the questions should not exceed **four** pages. 2×10=20

1. Write a note of the increasing problem of Drug Addiction in Punjab.

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2. Meaning of Drug Addiction and reasons behind Drug Addiction.

3. Write down short and long term effects of Barbiturates.

4. Write about short and long term effects of use of Alcohol.

SECTION—C

Note :— It will consist of **two** questions. Candidates will be required to attempt **one** question only. Answer to the questions should not exceed **5** pages.

$1 \times 15 = 15$

1. Explain the problem of Drug Addiction in India.

2. Write a note on the role of Family and Society in Prevention of Drug Abuse.