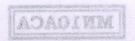
	I. All	questions are compulsory.	
	2. Fig	in Such an environment is created by building trust among co-workers.	
	0 1 W-	IV. So, organizations must work with integrity to create accitive meet	4 107
			15]
	i.	Importance of communication in Corporate World.	
	ii.	Downward channel of Communication	
	iii.	Raising Morale as an objective	
	[8] iv.	Use of Body Language in Communication	
	v.	Video conferencing (Remove too)	
		ii. The students learned tl art of speech. (Change the voice)	
	Q.2 An	to a state of all a	15]
	a.	What are the physical barriers to communication? How can these barriers	
		to overcome?	
	b.	Briefly discuss the types of listening.	
		What do you mean by Social Corporate Responsibility (SCR)? How can it	
*		be fulfilled?	
-	Q.3 a.	Respond to the following advertisement:	[8]
		"Wanted a young dynamic marketing personnel (Boys and Girls) for	
	•	Abhinay Software Company, Pune. Commerce graduates having good	
		communication skills should send an application and resume to post	
		Bag No. 4567, Indian Express Tower, Nariman Point, Mumbai - 21.	
	b.	Attempt Any 2 of the following:	[7]
	i.	Miss Lavanya has been offered the post of General Manager at an	
		Automobile Company. Draft her letter of acceptance of job offer.	
	ii.	Mr. Aditya wants to complete his Ph. D in Commerce from Oxford Universit	y,
		UK. He has completed M.Com from University of Pune. Draft a SOP on his	
		behalf.	
	iii	You want to resign from the post of Assistant Manager in your company	
		w.e.f. 12th Oct. 2013 as you have been offered a better job in a MNC of	
		Hyderabad. Write a resignation letter for the present employer.	
	Q.4 a)	Write a paragraph on Any 1 of the following	[5]
	i.	Purpose of education	

ii. E-Communication

N.B.

[5]



<b>b</b> )	Rearrange the set of sentences below to form a coherent paragraph:	[5]
i.	Moreover, it is not given factor in everyone's life.	1

- ii. Integrity results from self-discipline.
- iii. Such an environment is created by building trust among co-workers.
- iv. So, organizations must work with integrity to create positive work environment. Importance of communication in Corporate World.
- v. But it is extremely important for organizations who wish to build.

## c) Do as directed.

- iv. Use of Body Language in Communication i. It is too late to go visiting (Remove 'too')
- ii. The students learned the art of speech. (Change the voice)
- iii. Fill in the blanks with correct preposition, partwelled and to 2 year toward 2.0
  - a. He is tired ...... listening to your tantrums.
  - b. She is good ...... playing basket ball.
  - c. Don't apologize ...... your sister's mistake.

## c. What do you mean by Soci \*C \* ok t \* exponsibility (SCR) ? How can it

Q.3 a. Respond to the following advertisement: "Wanted a young dynamic marketing personnel (Boys and Girls) for Abhinay Software Company, Pune. Commerce graduates having good communication skills should send an application and resume to post Bag No. 4567, Indian Express Tower, Nariman Point, Mumbai - 21.

## b. Attempt Any 2 of the following:

iii. Raising Morale as an objective

v. Video conferencing

- i. Miss Lavanya has been offered the post of General Manager at an Automobile Company. Draft her letter of acceptance of job offer
- ii. Mr. Aditya wants to complete his Ph. D in Commerce from Oxford University, UK. He has completed M.Com from University of Pune. Draft a SOP on his
  - iii. You want to resign from the post of Assistant Manager in your company w.e.f. 12th Oct. 2013 as you have been offered a better job in a MNC of Hyderabad. Write a resignation letter for the present employer.