

01942

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

**Term-End Examination**

**June, 2013**

**BCOA-001 : BUSINESS COMMUNICATION  
& ENTREPRENEURSHIP**

*Time : 2 hours*

*Maximum Marks : 50*

*Weightage 70%*

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*Note : Attempt **any two** questions from **Section A** and **any three** questions from **Section B**. All questions carry equal marks.*

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**SECTION - A**

**(20 marks)**

1. (a) Rewrite the sentences given below, changing the verbs from passive to active :
- (i) The politician was welcomed by the people. 5+5=10
  - (ii) The tree was blown down by the wind.
  - (iii) You will be given a ticket by the manager.
  - (iv) He was taken to the hospital by his friends.
  - (v) The horse was frightened by the noise.

(b) Fill in the blanks with appropriate prepositions :

(i) We are accountable \_\_\_\_\_ good for our actions.

(ii) He is addicted \_\_\_\_\_ gambling.

(iii) The hotel is adjacent \_\_\_\_\_ the station.

(iv) He agreed \_\_\_\_\_ my proposal.

(v) I insisted \_\_\_\_\_ feeding my friends.

2. What are the factors you should be careful of while writing a report ? Give practical examples to explain. 10
3. You are a Shopkeeper of a departmental store. Write a letter to the supplier informing him about the defective goods which were sent to your shop and ask him to replace the goods. 10
4. Write a short piece of four paragraphs telling the success story of a poor tea-stall owner who by his hardwork has become the owner of a reputed restaurant of your city after overcoming his handicap of poverty and ill-education. Assume that the person has given permission to use his story in your article that would be published in a local newspaper. 10

**SECTION - B**  
**(30 marks)**

5. Define business plan and prepare a business plan for any business unit to be set up by you using imaginary figures and information. 10
6. Define the concept of entrepreneurship and list out the entrepreneurial qualities needed to become a successful entrepreneur. 10
7. "The entrepreneur is a catalyst of development, with him we prosper and without him we are poorer". Assess the truism of fair statement with the help of suitable examples. 10
8. What is partnership deed ? Submit a model partnership deed incorporating imaginary figures and facts. 10
9. Write short notes on *any two* of the following : 5+5
- (a) Financial Management of small business.
  - (b) Legal requirements for setting up a small business unit.
  - (c) Traits and characteristics of entrepreneur
  - (d) Crisis Management
  - (e) Market Research