

**BBA 1<sup>st</sup> Sem**

**Subject code: 101**

**Subject: Business English Communication**

**Attempt any TWO questions from the following**

**Q.1 Explain the term Barriers in Communication. Explain the types of Physical Barriers and Psychological Barriers in detail.**

**Q.2 Elaborate on the principles of Effective Communication**

**Q.3 Write short notes on any Two a. Audience analysis b. Leadership**

**Q.4 What are the essentials of effective communication?**

**Q.5 Explain the types of non-verbal communication in detail.**

**Q.6 Explain the meaning and importance of improving listening skills**

**Q.7 Write a short note on the following**

**a) Strategies of good conversion**

**b) Steps to good writing skills**

**Q.8 Write a short note on the following**

**a) body language**

**b) Tone and language**

**Q.9 Explain presentation skills and importance of visual aids in a presentation.**

**Q.10 Write a short note on the following**

**a. Feed back**

**b. Meetings**

**Subject Code : 102**

**Subject : Business Organization and Systems**

**Attempt any TWO questions from the following**

**Q1 What is business system? What are the characteristic and objective of a business?**

**Q2 Differentiate between trade, commerce and industry, explaining the main characteristics features of each**

**Q3 Discuss the management practices of Indian corporate during post reform periods?**

**Q4 Explain in detail the role and type of wholesalers and retailers?**

**Q5 Write a detailed note on various labour laws**

**Q6 Write a short notes of the following**

**a) Trade Association**

**b) Franchising**

**Q7 Explain in detail the role and types of Wholesalers and Retailers**

**Q8 What are mergers and acquisition? Explain different types of M & A's**

**Q9 Explain the term "Optimum firm" Explain the factors that determine the size of such a unit.**

**Q10 Differentiate between trade, commerce and industry, explaining the main characteristic features of each.**

**Subject Code : 103**

**Subject : Micro Economics**

**Attempt any TWO questions from the following**

**Q1 Distinguish between Returns to factor and Returns to scale. In this context, explain the law of variable proportions**

**Q2 What is the significance of Elasticity of Demand? Explain various types of Price elasticity of Demand & Price elasticity of Supply with the help of graphs.**

**Q3 What is Managerial Economics? How are the basic problems of an economy classified?**

**Q4 What is an Indifference Curve? Explain different properties of Indifference Curve.**

**Q5 What are the various factors of production? Explain wage determination when both the product and factor market are perfectly competitive.**

**Q6 Define opportunity cost. Why does opportunity cost increase along the production possibilities frontier? Explain with an appropriate example.**

**Q7 What is price mechanism? How does it solve the central problems of an economy?**

**Q8 What is utility? Distinguish between the total utility and marginal utility. Show that total utility is maximum when marginal utility equals zero.**

**Q9 What is meant by demand? How does it differ from need and desire?**

**Q10 Write a short notes on the following**

**a) Opportunity Cost**

**b) Individual Demand and Market Demand**

**Subject Code : 104**

**Subject : Business Accounting**

**Attempt any TWO questions from the following**

**Q1. Explain the meaning of accounting concepts and conventions? Describe the basic concepts of accounting with the help of suitable example?**

**Q2. Is Trial Balance is merely a proof of 'Arithmetical Accuracy'? Explain the errors which are not disclose by a Trial Balance?**

**Q3. Define Single Entry System? Prepare total debtors accounts with imaginary figures?**

**Q4. Discuss the important of Inventory Valuation Methods? What are the various methods of inventory valuation?**

**Q5. Critically analyse various method of Depreciation?**

**Q6. 'X' drawn three bills on 'Y' for Rs.3000, rs.4000, Rs.5000 respectively. He kept the first bill endorsed the second bill to 'A' and discounted the third bill for Rs.4800. All the three bills were dishonored maturity. 'Y' accepted the new bill for the amount due plus Rs.500 for interest. This bill was paid on maturity. Make the journal entry in the books of 'X' 'Y' 'A'.**

**Subject Code : 105**

**Subject : Foundation Of Mathematics & Statistics**

**Attempt any TWO questions from the following**

**Q1. Solve by using Cramer's Rule.**

a) 
$$\begin{aligned} 3x-y+z &= 5 \\ x+2y-2z &= -3 \\ 2x+3y+z &= 4 \end{aligned}$$

b) 
$$\begin{aligned} 2x-y+z &= 1 \\ x+3y-2z &= -2 \\ 3x+y+3z &= 4 \end{aligned}$$

**Q2. (a) Ram sold two pens Rs. 40 each. He sold one at a loss of Rs. 15%. and other at a gain of 15%. Find his total loss or gain percent.**

**(b) In how many years will a sum of money double itself at 15% per year simple interest?**

**(c) A 10 Rs. Face value share of a company is quoted at Rs. 40 in the market. How much does Mohan pay to purchase 600 shares of this company, if the brokerage 17%?**

**Q3. Write short note on**

- A) Editing of data
- B) Pie-diagram
- C) Random sample
- D) Statistical error

**Q4. A) Represent the following data by Histogram**

<b>Weight (kg):</b>	<b>35-40</b>	<b>40-45</b>	<b>45-50</b>	<b>50-55</b>	<b>55-60</b>	<b>60-65</b>
<b>No. of power:</b>	<b>12</b>	<b>30</b>	<b>22</b>	<b>30</b>	<b>18</b>	<b>10</b>

**B) Represent the following data by pie-diagram**

<b>Items</b>	<b>Expenditure</b>
<b>Foods</b>	<b>84</b>
<b>Clothing</b>	<b>27</b>
<b>Recreation</b>	<b>10</b>
<b>Education</b>	<b>15</b>
<b>Rent</b>	<b>23</b>
<b>Miscellaneous</b>	<b>21</b>

**Q5. In a small village, there are 87 families, of which 52 families have at most 2 children. In a rural development programme 20 families are to be chosen for assistance, of which atleast 18 families must have at most 2 children. In how many ways can the choice be made?**

**Q6. A boy has 3 library tickets and 8 books of his interest in the library. Of these 8, he does not want to borrow Mathematics Part II, unless Mathematics Part I is also borrowed. In how many ways can he choose the three books to be borrowed?**

**Subject Code : 106**

- 1) Community Work**
- 2) Careers & Life Skills**
- 3) Waste Management**

**\*\*For the above subject contact with coordinator for project or report submission.\*\***