

Dr. Babasaheb Ambedkar Open University
Term End Examination February – 2026

Course : BCAR/DCAR
Subject Code : BCAR/DCAR-105
Subject Name : Communication Skills

Date : 01-March-26
Time : 11:30am to 01:45pm
Duration : 02.15 Hours
Max. Marks : 70

Section A

Answer the following (Attempt any three) (30)

1. Write a note on professional Email Etiquette.
2. Write a short note on essential characteristics of report writing.
3. Draft a letter of application to your branch manager for allowing overdraft facility in your bank account.
4. Elaborate the process of Communication in detail.
5. Draft a letter as the general manager of a GIDC, Gujarat to assess the viability of Setting up a manufacturing unit in the Industrial Estate of Gandhinagar City.

Section B

Answer the following (Attempt any four) (20)

1. Briefly explain Parts of Speech.
2. Draft a request letter to the branch manager for stopping the payment of the cheque from your bank account to another.
3. Draft an email to your head of the department for seeking permission to attend the one week National Workshop on Cyber Security and Artificial Intelligence.
4. Draft a Show-Cause Notice to the HR for irregular attendance of employees at your firm.
5. Dialogue between a mother and a daughter discussing about purchasing a new scooter.
6. Explain Stages of Writing in brief.

Section C

Part – A (Multiple Choice Questions) (10)

- 1 If a long-term project or work is undertaken, the administration keeps itself informed through among which of the following reports.....
A Laboratory Reports B Inspection Reports
C Progress Reports D Inventory Reports
- 2 E-mail makes everything easier and faster including making a powerful businessand establishing positive professional relationships.
A None B Impression
C Brand D Image
- 3 A kind of confirmation letter confirming your post at a specific position and place for a work?
A Informal Letter B Appointment Letter
C Business Letter D Personal Letter.
- 4 Conversations among communities is apart of society.
A Necessary B Important
C Compulsory D All of the above
- 5 The door has intricate carvings. Intricate is a.....
A Adjective B Pronoun
C Preposition D Verb

- 6 The term pedagogy refers to.....
 A Profession and Science of teaching B A Secondary Education
 C Adult Education D College Education
- 7 Which of the following punctuation mark in the sentence expresses some sudden feeling or emotion?
 A : B ?
 C ! D /
- 8 Reports are form of communication.
 A Horizontal B Grapevine
 C Upward D Downward
- 9 An impetus is.....
 A External B Both of above
 C Internal D None of above
- 10 Essays describing your experience in certain occupation field is known asessay.
 A Descriptive B Logical
 C Self-analytical D All of the above

Part – B (Do as Directed)

(10)

State whether the following statements are true or false

- 1 The reports in organization can be vague and non-descriptive.
- 2 Circular is an oral communication which shows information to be circulated in an Organization.
- 3 A pronoun is generally the name of a person, place or thing.
- 4 The use of redundant phrases in your writing is a habit worth breach.
- 5 Pitch is described as the property of sound that do not varies with variation in the Frequency of vibration.
- 6 In Paragraph development coherence is must require in the structure of the paragraphs.
- 7 Body Language is not an important type of Oral Communication.
- 8 The term Communication is derived from the Latin word 'Communicare'.
- 9 Signature is not required and it is not important aspects of the application letters.
- 10 E-mail writing is not an important part of formal communication, particularly in business.
