



Exam Seat No. _____

B. P. COLLEGE OF BUSINESS ADMINISTRATION

(Constituent College of Kadi Sarva Vishwavidyalaya)

BBA SEM – III

MCQ TEST September 2013

SUB: Business Communication (BBA 13)

Date: 07/09/13

Day: Saturday

Total Marks: 60

Duration: 40 minutes

Instructions:

- All questions are compulsory.
- All questions carry 2 marks each.

1. Which format of letter does not possess punctuations?
a. Block b. modified c. semi-block d. none
2. Which format of letter have indent in body of letter?
a. Block b. modified c. semi-block d. none
3. _____ means A.D.
a. Anno domini b. ante domini c. anti dote d. ad dock
4. Acronym of 'Sound Navigation and Ranging'
a. SNr B. SNR C. SONAR d. sonar
5. Acronym of 'world wide web consortium'
a. www b. WWW c. 3Wc d. W3C
6. Roman numerals for 99 is
a. XCIX b. IC c. XCVIII d. CXI
7. Roman numerals for 1999 is
a. MCMCXIX b. MCMXCIX c. MCCCCXCIX d. MMCXCIX
8. MMXIV =?
a. 2004 b. 20019 c. 2014 d. 1929
9. _____ means ATM.
a. All Time Money b. Automated Teller Machine
10. Put a space before a comma. Donot put space after comma.
a. True b. False
11. There is a space between a hyphen and the character on either side of it.
a. True b. False
12. Mary is trying hard in school this semester, her father said.(find missing one)
a. Hyphen b. semi-colon c. colon d. quotes
13. "Good haeven" he said,"Is that true"
a. Comma b. semi-colon c. colon d. Exclamation mark
14. Dr. /Ltd./St. is it true?
a. True b. False
15. /la:dʒ/
a. Large b. lad c. lase d. lazer
16. / WI tʃ/
a. With b. wit c. witch d. which
17. / tʃaɪld/
a. Tailed b. tales c. child d. sailed

18. / ju:/
a. Zoo b. joo c. you d. none
19. / m^nθ/
a. Man b. month c. morn d. manth
20. / kwIk/
a. Qwalk b. quick c. kviuk d. kwick
21. Who cannot write on letter head?
a. Company b. bank c. both d. none
22. Swami was studying in _____.
a. Montessori c. Albert montessori
b. higher school d. Albert mission school
23. Swami's mother advised him to go by _____.
a. Cart b. buggy c. jutka d. cycle
24. Samuel was a good teacher.
a. True b. false
25. Which exam Iswaran has given?
a. Board b. metric c. HSC d. intermediate
26. Since how long he had been failing in the exam?
a. 7 years b. 9 years c. 10 years d. 11 years
27. Wether Iswaran has really commited suicide?
a. Yes b.no
28. Which colour frock did Santa wore?
a. Red b. Pink c. Blue d. Green
29. How much increment did Venkat Rao receive?
a. 45rs. B. 5 rs c. 10 d. 15
30. What Venkat Rao has promised Shanta?
a. Cinema b. drama c. fair d. exhibition