

**CERTIFICATE IN BUSINESS
SKILLS/BACHELOR'S DEGREE
PROGRAMME (CBS/BDP)
Term-End Examination**

June, 2025

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

Time : 2 Hours

Maximum Marks : 50

Weightage : 70%

Note : *Attempt both the Sections—Section A and
Section B.*

Section—A

Note : *Attempt any **three** questions including
Question No. 1 which is compulsory.*

1. (a) Differentiate between an entrepreneur
and an administrator. 4

- (b) “You need to be able to identify the parts of a sentence and combine them in understandable ways.” In the light of the statement, discuss traditional parts of speech. 6
2. (a) With the help of an example, explain the active and passive voice while writing sentences. Discuss. 5
- (b) What is Paragraph ? How can you develop a paragraph ? Give supporting examples. 5
3. Distinguish between ‘facts’ and ‘opinions’ with the help of examples. Describe *four* things to be followed while writing a factual piece. 4+6
4. How do you write solicited proposals and unsolicited proposals ? Discuss with examples. 10
5. Discuss various steps involved in the process of Report Writing. 10

Section—B

Note : Attempt any *two* questions.

6. Discuss the qualities that one should possess to become a successful entrepreneur.
10
7. Explain how can the ideas be generated to sense a business opportunity with the help of an example.
10
8. Describe the steps in setting up a small business enterprise. Discuss with example.
10
9. Describe various key questions that a budding entrepreneur needs to know while preparing a business plan. Give suitable examples.
10

x x x x x