



SEAT No. _____

[A-12]

SARDAR PATEL UNIVERSITY
FY B Com (External) Examination
English & Business Communication I EN-101

Date: 02nd May, 2023, Tuesday

Time: 10:00 am to 01:00 pm

Marks: 100

Que. 1 Attempt the following questions: (20)

- 1). Who was Benjy? Give brief description of his profession.
- 2). Why was Metrena angry with Simon for bringing home the stranger? Why did her heart soften for the stranger later?
- 3). What were the possessions that the Johnsons had?
- 4). Describe the life led by Rosemary fell.

Or

Que. 1 Attempt the following questions: (20)

- 1). What was the cause of Miss Sutherland's anxiety? How did she wish Holmes to help her?
- 2). What were the three truths which Michael learnt?
- 3). Discuss the civic condition of Malgudi before independence.
- 4). Who was Simon? What was his profession?

Que. 2 a). Examine in detail the Process of Communication with diagram. (10)

Que. 2 b). Write short notes on 'Advice' and 'Motivation' as objectives of Communication. (10)

Or

Que. 2 a). What is Communication? Write a detailed note on Attributes of Communication. (10)

Que. 2 b). Write short notes on 'Information' and 'Warning' as objectives of Communication. (10)

Que. 3 a). Fill in the blanks with appropriate forms of the verb given in the bracket: (10)

- 1). Sun _____ in the East. (rise)
- 2). Look! The birds _____ in the sky. (fly)
- 3). The teacher _____ just _____ the class. (finish)
- 4). We _____ a new car next month. (buy)
- 5). When I went to his home, he _____ TV. (watch)
- 6). He _____ for shopping in that market tomorrow. (go)
- 7). He _____ the train every morning. (catch)
- 8). He _____ Cricket now. (play)
- 9). Yet the doctor _____ not _____ to the hospital. (arrive)
- 10). My father _____ to you about this tomorrow morning. (speak)

C.P.T.O.)

Que. 3 b). Fill in the blanks with appropriate modals given in the bracket: (05)

- 1). _____ I come in Sir? (may, should, must)
- 2). He _____ dance like superstar. (used to, must, can)
- 3). You _____ attend all the lectures regularly. (could, would, must)
- 4). We _____ help the needy. (used to, ought to, would)
- 5). I _____ swim across the river in my young age. (would, should, could)

Que. 3 c). Do as directed: (05)

- 1). If you took rest, you _____ better. (use appropriate form of the verb 'feel')
- 2). If I were the principal of this college, _____. (complete the sentence)
- 3). Unless you work hard, you will not get success. (use 'If' in place of 'Unless')
- 4). If I had money, I _____ to Dubai. (use appropriate form of the verb 'go')
- 5). If you run fast, you will catch the bus. (use 'Unless' in place of 'If')

Or

Que. 3 a). Fill in the blanks with appropriate forms of the verb given in the bracket: (10)

- 1). Earth _____ round the sun. (move)
- 2). My friend _____ Dubai next month. (visit)
- 3). They _____ just _____ the assignments. (submit)
- 4). My friend _____ the dance on the stage now. (perform)
- 5). When I saw her, he _____ Chess. (play)
- 6). Yet she _____ not _____ my money. (return)
- 7). I _____ movie in cinema every Sunday. (watch)
- 8). My brother _____ on the phone at the moment. (talk)
- 9). My sister _____ already _____ a pizza. (make)
- 10). I always _____ hard for the exams. (study)

Que. 3 b). Fill in the blanks with appropriate modals given in the bracket: (05)

- 1). My brother _____ speak French language. (can, may, should)
- 2). It _____ rain tonight. (may, could, would)
- 3). You _____ follow the traffic rules. (should, could, must)
- 4). I _____ like to drink coffee. (should, would, could)
- 5). You _____ obey your parents. (used to, need to, ought to)

Que. 3 c). Do as directed: (05)

- 1). If you finish your work, you will go out. (use 'unless' in place of 'if')
- 2). If we had gone by car, we _____ time. (use appropriate form of the verb 'save')
- 3). If you help me, _____. (Complete the sentence)
- 4). If you did not hurry, you _____ the bus. (use appropriate form of the verb 'miss')
- 5). Unless she comes, we will not go for a walk. (use 'if' in place of 'unless')

Que. 4 a). Write short notes on the following: (10)

- 1). Body of the Letter
- 2). Courtesy in Business Letter

Que. 4 b). On behalf of H. K. Sales, Surat, draft a letter of inquiry to Priyansh Electronics, Vapi, inquiring for the catalogue and price list of newly launched Washing Machines. (10)

Or

Que. 4 a). Write short notes on the following: (10)

- 1). Heading in Business Letter
- 2). Signature in Business Letter

Que. 4 b). In reply to an inquiry received from Royal Furniture, Rajkot, write a letter enclosing a price list with terms and conditions on which you would like to supply the goods. (10)

Que. 5 a). As an owner of Looks Garment, Ahmedabad, draft a letter ordering Casual Shirts and Trousers to Trend Setters, Anand. Emphasis on prompt delivery within 5 days of reception of order. (10)

Que. 5 b). You placed an order for Fountain and Gel Pens to Priyank Stationery, Anand. But after placing an order you found that the sufficient stock is available. Draft a letter cancelling the order. (10)

Or

Que. 5 a). You are placing an order for the first time with Desktop Computers, Baroda, for computer accessories. Draft the letter of order giving all necessary instructions. (10)

Que. 5 b). You have received a large order for Bluetooth Speakers and Headphones from Neo Mobiles, Patan. You need an extension of one week time for the execution of the order. Draft a suitable letter to the customer. (10)

————— ✕ —————

