

SEAT No. \_\_\_\_\_

[A-11]



## SARDAR PATEL UNIVERSITY

FY B Com (External) (New Course)

English &amp; Business Communication I UBE1ACOM01

Date: 02<sup>nd</sup> May, 2023, Tuesday

Time: 10:00 am to 01:00 pm

Marks: 100

Que. 1 Attempt the following:

(20)

- 1) How did Tom Tulliver come to be the master of Dorlcote Mill?
- 2) Why did Mr. Tulliver wish to give his son a good education?
- 3) Why did Tom and Maggie not like their Dodson aunts?
- 4) What action did Tom Tulliver take to pay off his father's debts?

Or

Que. 1 Attempt the following:

(20)

- 1) Describe the love scene between Philip and Maggie at Red Deeps.
- 2) Compare Tom Tulliver and Philip Wakem as school boys.
- 3) Why did Maggie run away to the gipsies?
- 4) What do "the golden gates" mean?

Que. 2 a). Write a paragraph on: Save Water, Save Earth

(10)

Que. 2 b). Fill in the blanks with most suitable words given in the bracket:

(05)

- 1). We \_\_\_\_\_ to God everyday. (pray/prey)
- 2). Smoking tobacco can adversely \_\_\_\_\_ your lungs and blood flow. (effect/affect)
- 3). The car \_\_\_\_\_ was caused by the drunk driver. (accident/incident)
- 4). We are hoping for good \_\_\_\_\_ on Monday. (weather/whether)
- 5). Our customs \_\_\_\_\_ from place to place. (vary/very)

Que. 2 c). Fill in the blanks with appropriate forms of the verbs given in the bracket:

(05)

- 1). Sun \_\_\_\_\_ in the West. (set)
- 2). We \_\_\_\_\_ a new car last week. (buy)
- 3). The students \_\_\_\_\_ just \_\_\_\_\_ the drama. (perform)
- 4). We \_\_\_\_\_ Goa next month. (visit)
- 5). When I reached home, my mother \_\_\_\_\_ the dinner. (cook)

Or

Que.2 a). Write a paragraph on: Memorable Day of My Life.

(10)

Que. 2 b). Fill in the blanks with appropriate words given the bracket:

(05)

- 1) \_\_\_\_\_ God Bless you! (can, may)
- 2) You \_\_\_\_\_ not park your vehicle here. (would, must)
- 3) My brother \_\_\_\_\_ swim. (can, may)
- 4) Today I \_\_\_\_\_ prefer to go to cinema. (would, may)
- 5) I \_\_\_\_\_ get up early in school days. (used to, need to)

C.P.T.O.)

- Que. 2 c). Do a directed. (05)
- 1). If he had left earlier, we \_\_\_\_\_ on time. (use appropriate form of the verb 'arrive')
  - 2). If you help him, he will help you. (use 'unless' in place of 'if')
  - 3). If you dance well, \_\_\_\_\_. (complete the sentence)
  - 4). If you had come tonight, I \_\_\_\_\_ Pasta. (use appropriate form of the verb 'make')
  - 5). Unless you run fast, you will not catch the bus. (use 'if' in place of 'unless')
- Que. 3 a). What is Communication? Examine in detail Attributes of Communication (10)
- Que. 3 b). Write short notes on the following: (10)
- 1). Body of the letter as regular part of business letter
  - 2). Courtesy
- Or
- Que. 3 a). Write a detailed note on Process of Communication with diagram. (10)
- Que. 3 b). Write short notes on the following: (10)
- 1). Reference Number as Occasional part of business letter
  - 2). 'You' Attitude
- Que. 4 a). On behalf of Patel Electronics, Anand, draft a letter of inquiry to J. K. Sales, Ahmedbad, asking about price and discount on Smart TVs. (10)
- Que. 4 b). In reply to an inquiry received from Patva Crockery, Vadodara, write a letter enclosing a price list with terms and conditions on which you would like to supply the goods. (10)
- Or
- Que. 4 a). Write a letter of inquiry to Saregama Mobiles, Patan, asking for the information regarding the prices for various kinds of Mobile Accessories. (10)
- Que. 4 b). Your Choice Creations, Ahmedbad has received a letter of inquiry for the supply of Cotton dress materials. Write your reply clearly stating discount and terms of sales. (10)
- Que. 5 a). Place an order for Bluetooth Speakers and Headphones to Just Mobile, Vapi, and insist on delivery within 10 days. (10)
- Que. 5 b). An order is given by Agrawal Furniture, Mehsana for the Wooden Chairs which you do not have in stock. Draft a letter offering substitute goods. (10)
- Or
- Que. 5 a). You are placing an order for the first time with Butterfly Crockery, Surat, for some items of crockery. Draft the letter of order giving all necessary instructions. (10)
- Que. 5 b). Priya Bags, Anand has placed an order of laptop bags to Shreyansh Bags, Mumbai. But after placing an order it is found that the sufficient stock is available with them. Draft a letter cancelling the order. (10)

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