

[A-17]

SARDAR PATEL UNIVERSITY  
 FY B COM (External) Examination 2021  
 Friday, 16<sup>th</sup> July, 2021  
 10:00 am to 12:00 pm  
 EN -101 English and Business Communication I

Marks: 70

Que. 1 Answer the following questions: (18)

- 1). Who was Simon? What was his profession?
- 2). Give you opinion on the treatment meted out to the Johnson by their son.
- 3). Discuss the civic condition of Malgudi before independence.

Or

Que. 1 Answer the following questions: (18)

- 1). Who was Benjy? Describe how he cared for his hens.
- 2). Describe the woman who visited Sherlock Holmes.
- 3). Describe the life led by Rosemary Fell.

Que. 2 a). Write a paragraph on: Use of Mobiles. (07)

Que. 2 b). Match the meaning of words given in A with B. (05)

| A             | B                              |
|---------------|--------------------------------|
| 1). Access    | 1). Power of Seeing            |
| 2). Borne     | 2). Capable                    |
| 3). Caste     | 3). Way to place               |
| 4). Sight     | 4). Give birth to              |
| 5). Efficient | 5). Any exclusive social class |

Que. 2 c) Fill in the blanks with appropriate words given in the bracket: (05)

- 1). Come and sit \_\_\_\_\_ (beside/besides) me.
- 2). Did the medicine have any \_\_\_\_\_ (affect/effect)?
- 3). To err is \_\_\_\_\_ (human/humane), to forgive divine.
- 4). Stop the car at the next \_\_\_\_\_ (patrol/petrol) pump.
- 5). He is a man without \_\_\_\_\_ (soul/sole)

Or

Que. 2 a). Write a short note on: Body of the Letter (07)

Que. 2 b). Match the meaning of words given in A with B. (05)

| A           | B                       |
|-------------|-------------------------|
| 1). Route   | 1). Liked and admired   |
| 2). Storey  | 2). Climate condition   |
| 3). Weather | 3). Way taken           |
| 4). Popular | 4). Hesitate to believe |
| 5). Doubt   | 5). Floor in a building |

Que. 2 c) Do as directed.: (05)

- 1). If you work hard, \_\_\_\_\_ . (complete the sentence)
- 2). If it remains fine, we shall make the trip. (use 'Unless' in place of 'If')
- 3). If she gets up early, she \_\_\_\_\_ in time. (use appropriate form of the verb 'finish')
- 4). Unless you harm the dog, it will not bite you. ( use 'If' in place of 'Unless')
- 5). If my parents permit me, I \_\_\_\_\_ the MBA. ((use appropriate form of the verb 'join')

Que. 3 a). Define Communication. Examine in detail Attributes of Communication. (09)

Que. 3 b). Write short notes on 'INFORMATION' and 'WARNING' as objectives of Communication. (09)

Or

Que. 3 a). Write a detailed note on Process of Communication with diagram. (09)

Que. 3 b). Write short notes on 'MOTIVATION' and 'ORDER' as objectives of Communication. (09)

Que. 4 a). Fill in the blanks with appropriate forms of the verb given in the bracket.: (05)

- 1). Earth \_\_\_\_\_ round the Sun. (move)
- 2). When I went to his home, he \_\_\_\_\_ TV. (watch)
- 3). We \_\_\_\_\_ a letter to the Principal yesterday. (write)
- 4). He \_\_\_\_\_ for his wedding shopping tomorrow. (go)
- 5). The teacher \_\_\_\_\_ just \_\_\_\_\_ the lecture. (finish)

Que. 4 b). Fill in the blanks choosing appropriate modal from the bracket: (05)

- 1). He \_\_\_\_\_ speak French language. (can, need)
- 2). You \_\_\_\_\_ not lose any more weight. You are already slim. (need, could)
- 3). Our country \_\_\_\_\_ become a super power by 2025. (dare, may)
- 4). We \_\_\_\_\_ follow traffic rules. (must, might)
- 5). He \_\_\_\_\_ play excellent cricket when he was young. (can, could)

Que. 4 c). Change the voice.: (05)

- 1). My brother drives a car.
- 2). The Principal punished the students.
- 3). Priya is preparing dinner for me.
- 4). He has spoken the truth.
- 5). They were watching a movie.

Que. 4 d). Fill in the blanks choosing appropriate options.: (02)

- 1) Radha and Meera \_\_\_\_\_ coming home. (is/are)
- 2) The leader as well as his brothers \_\_\_\_\_ to the same tribe. (belong/belongs)

Or

Que. 4 a). Place an order for winter wears for both men and women with Galaxy Limited, Surat, stating that the goods will not be accepted if they are not received within stated time. Draft the letter. (09)

Que. 4 b). On behalf of Suketu Pvt. Ltd., Ahmedabad, write a letter to the Bright Plastic Palace, Mumbai informing them that they had placed an order for plastic buckets last week by mistake. This is because they already have sufficient stock of the same. Write a letter cancelling the order. (08)

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