



[A-1]

SARDAR PATEL UNIVERSITY  
 FY B Com (External) (New Course)  
 English & Business Communication I UBE1ACOM01  
 Tuesday, 26<sup>th</sup> April, 2022  
 09:00 am to 11:00 am

Marks: 70

Que. 1 Attempt the following: (18)

- 1) What do the "golden gates" mean?
- 2) Give an account of Tom's last day school.
- 3) How did Tom react to the discovery that Philip Wakem and Maggie were friends and lovers?

Or

Que. 1 Attempt the following: (18)

- 1) What did Maggie do to save Tom from the flood?
- 2) Why did Maggie run away to the gipsies?
- 3) What was the total effect on Tom Tulliver of his schooling at Mr. Stellings?

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

Que. 2 b). Fill in the blanks with most suitable words given in the bracket: (05)

- 1). There is no side \_\_\_\_\_ of this medicine. (affect/effect)
- 2). He was out on \_\_\_\_\_ within 10 hours of his arrest. (bail/bale)
- 3). Stop the care at the next \_\_\_\_\_ pump. (petrol/patrol)
- 4). The \_\_\_\_\_ of this school is retiring this year. (principal/principle)
- 5). Please \_\_\_\_\_ my sincere apologies for this horrible mistake. (accept/except)

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

- 1). Sun \_\_\_\_\_ in the East. (rise)
- 2). Look! The birds \_\_\_\_\_ in the sky. (fly)
- 3). She \_\_\_\_\_ just \_\_\_\_\_ her homework. (finish)
- 4). We \_\_\_\_\_ a letter to the class teacher yesterday. (write)
- 5). They \_\_\_\_\_ the result in June. (get)

Or

Que.2 a). Write a paragraph on: A Friend in need is a friend indeed. (07)

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

- 1) \_\_\_\_\_ this year brings you happiness and health! (can, may)
- 2) You \_\_\_\_\_ not sign a document before reading it carefully. (would, must)

- 3) He \_\_\_\_\_ run a mile in four minutes. (can, may)
- 4) I \_\_\_\_\_ rather take coffee than tea. (could, would)
- 5) We \_\_\_\_\_ respect our parents. (shall, should)

Que. 2 c). Do a directed.

(05)

- 1). If it \_\_\_\_\_ cold tomorrow, we will stay at home. (use appropriate form of the verb 'get')
- 2). Unless you need more space, a small room will be good for you. (use 'if' in place of 'unless')
- 3). If you keep your promises, you will not lose your friends. (use 'unless' in place of 'if')
- 4). If I were him, I \_\_\_\_\_ that job. (use appropriate form of the verb 'take')
- 5). We \_\_\_\_\_ that man the documents if we had known him. (use appropriate form of the verb 'give')

Que. 3 a). What do you mean by Communication? Explain Attributes of Communication. (09)

Que. 3 b). Write short notes on the following: (09)

- 1). Heading as regular part of business letter
- 2). Correctness

Or

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

Que. 3 b). Write short notes on the following: (09)

- 1). Body of the Letter as regular part of business letter
- 2). 'You' Attitude

Que. 4 (a) On behalf of Pritam Electronics, Ahmedabad, draft a letter of inquiry to Shreyansh Sales, Patan, asking about the price and discount on newly launched LEDs. [9]

Que. 4 (b) You have received a letter of inquiry from New Style, Anand for the catalogue and price list of nightwear. Draft a suitable reply. [8]

Or

Que 4 (a) On behalf shiv Electronic, Vadodarej, Place an Order to Patel and Sons, Ahmedabad for various Kind of Electronic Item [9]

Que 4 (b) You place an order for formal and sports shoes. But after placing an order you found that the sufficient stock is available. Draft a letters cancelling the order [8]

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(2)