

(31/32)

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**SARDAR PATEL UNIVERSITY**  
**FYBBA-GENERAL: Semester-1(CBCS)**  
**Communication Skills for Management-1**  
**12<sup>th</sup> November 2013, Tuesday**

Time: 2:30 am-4:30 pm

UM01FBBA01/02/05

Marks: 60

**Q-1** Answer the following (Any three) (15)

- 1 What happens when kitipa, or smallpox, hits the market town?
- 2 Why did Mammie feel like a criminal at the post office?
- 3 Describe the cage built by Balthazar.
- 4 Describe Aunt Mable's house.
- 5 Describe how Ibra boasts of his exploits.

**OR**

**Q-1** Write short notes (Any three) (15)

- 1 Zeinat
- 2 Mammie
- 3 Malic
- 4 End of the story- **Inside Every Woman Writer.**
- 5 Julius Obi

**Q-2 A** Rewrite the sentence with the right form of the verb given the bracket: (05)

- 1 I \_\_\_\_\_ (Complete) the project on time.
- 2 God \_\_\_\_\_ (make) man in his own image.
- 3 They \_\_\_\_\_ (watch) the match all day.
- 4 I \_\_\_\_\_ (live) here for ten years.
- 5 She \_\_\_\_\_ (join) school tomorrow.

**Q-2 B** Rewrite the following selecting the right choice from the bracket. (05)

- 1 He \_\_\_\_\_ cook well. ( can, may)
- 2 It \_\_\_\_\_ cold tomorrow. (could, may)
- 3 We thought she \_\_\_\_\_ be in the office. ( might, can)
- 4 We \_\_\_\_\_ obey the law. ( might, must)
- 5 They don't think she \_\_\_\_\_ be able to go. (should, shall)

**Q-2 C** Paragraph Writing(Any one) (05)

- 1 Necessity is the mother of invention.
- 2 A friend in need is a friend indeed.

OR

Q-2 A Rewrite the sentence with the right form of the verb given the bracket: (05)

- 1 He \_\_\_\_\_, don't make a noise. (sleep)
- 2 She \_\_\_\_\_ a letter to her friend yesterday night. (write)
- 3 I \_\_\_\_\_ him the balance amount. (return)
- 4 They \_\_\_\_\_ not \_\_\_\_\_ her since she left the city. (see)
- 5 They \_\_\_\_\_ football all evening.(play)

Q-2 B Change the voice: (05)

- 1 We should obey the law.
- 2 Her coach appreciated her.
- 3 They have to catch the flight at 6 am.
- 4 The security people arrested him.
- 5 His wife makes good cake.

Q-2 C Paragraph Writing(Any one) (05)

- 1 Failures are the pillars of success.
- 2 God helps them who help themselves.

Q-3 A Rewrite the following sentence selecting the right synonyms from the (05)

(respected, thankfulness, courageous, hopeful, magnificently)

- 1 My landlady is a very brave lady.
- 2 They were appreciated for her project.
- 3 They are optimistic about her result.
- 4 They handled the situation wonderfully.
- 5 She expressed her gratitude towards his generosity.

Q-3 B Rewrite the sentences giving the right meaning of the underlined idiom. (05)

- 1 My father burnt his fingers by interfering in his neighbour's affairs
- 2 Many students built castle in the air after the exam.
- 3 A few substandard people get their job by hook or crook.
- 4 It rained cats and dogs in my area last night.
- 5 Everyone must save for a rainy day.

Q-3 C Rewrite the following selecting the right choice from the bracket (05)

( Anti, less , Ful, able, inter )

- 1 They as a team took a \_\_\_\_\_ decision.(wonder)
- 2 His behavior was \_\_\_\_\_. (predict)

- 3 There is a \_\_\_\_\_ football match. (collage)
- 4 He is \_\_\_\_\_ element in the group. (social)
- 5 She \_\_\_\_\_ about her duties. (care)

**OR**

**Q-3 Do as directed :**

- A Rewrite the following selecting the right choice from the bracket** (05)
- 1 I wish I could \_\_\_\_\_ the habit of eating chocolate. (give up, give on)
  - 2 When we reached Vapi, we \_\_\_\_\_ of petrol. (run out, run away)
  - 3 All of you must \_\_\_\_\_ for your rights. (stand up, stand by)
  - 4 We went to the airport \_\_\_\_\_ our friends. (see through, see off)
  - 5 I cannot really \_\_\_\_\_ head or tail of what he is saying. ( make out, make up)

**Q-3 B Give one word for the following.** (05)

- 1 A book which gives information on all branches of knowledge \_\_\_\_\_
- 2 One who works for free \_\_\_\_\_
- 3 One who cannot read and write \_\_\_\_\_
- 4 One who is present everywhere \_\_\_\_\_
- 5 A group of stars in the sky \_\_\_\_\_

**Q-3 C Write the most appropriate antonym of the underlined word.** (05)

- 1 He is esteemed employee in the company.
- 2 We are temporary workers of this organization.
- 3 The flight has departed on time.
- 4 He is faithful to his boss.
- 5 They were optimistic about the report.

**Q-4 A Define communication and write concepts of communication.** (10)

**B Write a note on internal communication.** (05)

**OR**

**Q-4 A Define communication and explain the process of communication with diagram.** (15)

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