

(A4)

SARDAR PATEL UNIVERSITY

F Y B COM (EXTERNAL) 2015

SATURDAY 28/02/2015

Marks: 100 Time: 10.30 AM to 01.30 PM

EN- 101English & Business Communication-1

Q-1 ANSWER THE FOLLOWING QUESTIONS.

(20)

- (1) What were the three truths which Michael learnt?
- (2) What was it that made the Lady look unsecretarial?
- (3) Why was the girl startled when Rosemary invited her to tea at her house?
- (4) The Johnsons were also responsible for their own fate. Do you agree with this statement? Give reasons for your answer.

OR

Q-1 ANSWER THE FOLLOWING QUESTIONS.

(20)

- (1) Describe the woman who visited Sherlock Homes.
- (2) The Rocking Horse played a symbolic role in the story. Say how?
- (3) Give a brief account of the years spent by the young man in solitary confinement.
- (4) What do the author mean when he writes that the highway would not move for a long time?

Q-2 Write Short Notes on

(20)

- (1) Encoding and Decoding in Communication Process.
- (2) 'Warning' as an objective of Communication.
- (3) "Simon" in What Men Live By.

OR

Q-2 Write Short Notes on

(20)

- (1) 'Feedback' – Discuss its importance in Communication Cycle.
- (2) 'Education' as an objective of Communication.
- (3) The end of 'The Bet' by Anton Chekov.

Q-3

(A) Write Short Note on: The Inside Address (05)

(B) Megha Hosier Mart, Station Road, Anand inquires of the Night ware in cotton material for up coming summer season. Draft a letter to 'O Baby', Marine Drive Road, Bombay. (15)

OR

Q-3

(A) Write Short Note on: The Complimentary close (05)

(B) On behalf of Kalindi Leather Works, Nagpur, write a reply to Gift Corner, Nana Bazar, V. V. Nagar who has inquired about the terms and conditions on the supply of various leather articles. (15)

Q-4 On behalf of the owner of Shreeji Industries, Vatva GIDC, Ahmedabad draft a letter ordering 300 metres industrial pipes to Anjney Tubes, Shanti Sadan Estate, Lal Darwaja, Ahmedabad. Emphasise on prompt delivery within 5 days of reception of order. (20)

OR

Q-4 Nice Steel Furnitures, Anand have received order for 15 steel and 15 wooden office table and 10 office steel racks for the new office premises of Hydro Pneumatic Equipments, V V Nagar GIDC V V N. Nice Steel Furniture's needs some more time to execute the order. Draft a letter. (20)

Q-5 (A) Fill in the blanks with the right form of the verbs given in brackets. (10)

- (1) Water ----- at 100c. (boil)
- (2) _____ you sitting in the chair comfortably? (to be)
- (3) We ----- an hour for you yesterday. (wait)
- (4) I ----- not -----, so I missed what he said. (listen)
- (5) I ----- him on TV several times. (watch)
- (6) He ----- here in this office since 1998. (work)
- (7) I ----- tired. I had been digging all day. (to be)
- (8) Shall I ----- your coat for you? (get)
- (9) Sit down and fasten your seat belt. We ----- in a few minutes. (takeoff)
- (10) By the middle of the 21st century we ----- space station. (build)

(B) Fill in the blanks with the appropriate modals given in brackets. (05)

- (1) _____ I use your phone? (can, shall, should)
- (2) you ----- be quiet. (may, should, can)
- (3) You ----- do as you are told. (would, dare, should)
- (4) You ----- leave early. (have to, need to, may)
- (5) I looked up but ----- see anything. (needn't, couldn't shouldn't)

(C) Do as directed (05)

- (1) If he doesn't hurry, the plane will have ----- by the time he gets to the airport. (leave)
- (2) If I were the principal of this college ----- (complete the sentence.)
- (3) If you ----- by train, you 'd get there earlier. (go)
- (4) Work hard or you will not clear the exams. (use unless)
- (5) If John ----- eaten so much birthday cake, he wouldn't have been sick. (haven't, hadn't, hasn't)

OR

Q-5 (A) Fill in the blank with the right form of the verbs given in brackets. (10)

- (1) Summer ----- spring. (follow)
- (2) I am ----- to a record now. (listen)
- (3) He ----- TV all evening. (watch)
- (4) We ----- because we were enjoying ourselves. (stay)
- (5) I ----- 20 cards so far. (receive)
- (6) I ----- all day. (type)
- (7) She never ----- a book until she was 25. (read)
- (8) I have cooked a lovely meal which I ----- in a couple of minutes. (serve)
- (9) They ----- that gate before I ----- there. (get)
- (10) When I got home, I found that Kanu ----- his room. (paint)

(B) Fill in the blanks with the appropriate modals that indicate the moods given in brackets. (05)

- (1) He ----- know the answer. (very uncertain)
- (2) It ----- rain soon. (prediction)
- (3) You ----- wait for me. (no obligation)
- (4) I ----- type twenty-five words a minute. (ability)
- (5) You ----- leave now if you want to. (permission)

(C) Do as directed (05)

- (1) If he were the chief minister----- (complete the sentence)
- (2) If she ----- the work early, she will go home (finish)
- (3) If you ----- longer legs, you would be able to run faster. (have, has, had)
- (4) I can finish your work if you take proper rest. (use provided)
- (5) If I had a spare ticket, I ----- take you to the concert. (may, would, will)

