

GUJARAT TECHNOLOGICAL UNIVERSITY**Diploma Semester –I Regular / Remedial Examination January - 2011****Subject code:310007****Subject Name: Business communication-I****Date: 18 /01 /2011****Time: 10.30 am – 01.00 pm****Total Marks: 70****Instructions:**

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.

- Q.1** (a) Write One word for the following **07**
1. The sum paid to a man for a piece of work
 2. A travel document to enter a foreign country
 3. One who eats vegetables only
 4. A man who is not married
 5. One who is unable to pay his debt
 6. A paper written by hand
 7. The science studying the human mind
- (b) Give the meaning of the following words and use them in your sentences **07**
1. Test-Taste 2. Check-Cheque 3. Vocation-Vacation 4. Rate-Rat
 5. Alien-Align 6. Sail-Cell 7. Accept-Except
- Q.2** (a) Rewrite the sentence as directed **07**
1. Owing to fever, he could not come.(Make compound)
 2. Run fast to catch the train. .(Make compound)
 3. The sun rose and he got up from bed.(Make simple)
 4. Though he worked hard, he failed in the examination.(Make simple)
 5. Fresh flowers are pleasing to the eye. .(Make complex)
 6. He is a man of simple habits. (Make complex)
 7. He is clever, yet he has made a mistake. (Make complex)
- (b) Write conversation between teacher and student on solution of a problem. **07**
- OR**
- (b) Write conversation between business man to bank manager regarding sanction of loan. **07**
- Q.3** (a) What is punctuation mark? Explain the following punctuation mark. **07**
1. Comma 2. Full stop mark
 3. Question mark 4. Apostrophe
 5. Exclamation mark 6. Semi colon
- (b) Change the following in indirect speech **07**
1. Mohan said to his father," I have made no mistake."
 2. Kanu said to me," I will see you tomorrow."
 3. Raju says," My mother is ill."
 4. The captain said to me," You have played well."
 5. My friend said to me," When will you return this book?"
 6. The speaker said to the audience," Be quite and listen to my words."
 7. Swami said to us, " Don't be addicted to alcoholic drinks."

OR

