

Seat No.: _____

Enrolment No. _____

GUJARAT TECHNOLOGICAL UNIVERSITY

Diploma Semester - I Examination January - 2010

Subject code: 310007

Subject Name: Business Communication-I

Date: 18 / 01 / 2010

Time: 11.00 am – 1.30 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) A person who is managing a company
- (2) A person who creates terror in the country
- (3) That which easily catches fire
- (4) A person whose wife is dead
- (5) Work for which no salary is paid
- (6) That which possesses a property of attracting Iron
- (7) A remedy for all diseases

(b) Write the meaning of the following idioms and use them in the sentences properly. 07

- | | |
|------------------------------------|----------------------------|
| (1) To cope with | (6) Knowledge is power |
| (2) Half hearted | (7) No gains without pains |
| (3) Get rid of | |
| (4) Strike the iron when it is hot | |
| (5) Hand to mouth | |

Q.2 (a) Write Synonyms and Antonyms of the following 07

- | | |
|-------------|-------------|
| (1) Declare | (6) Minor |
| (2) Strong | (7) Natural |
| (3) Delight | (5) Popular |
| (4) Modern | |

(b) Write a conversation between a Doctor and a patient 07

OR

(b) Write a conversation between the Businessman and the Customer. 07

Q.3

- (a) Punctuate the following paragraph: **07**

I wish I ware asking Son cried a poor boy as he sat on some straw Why do you wish that my boy asked his teacher why sir I was standing by the palace gate this morning to see all the grand folk going to court splendidly In fine carriages I thought how happy they must be to be allowed to see the queen and enter the beautiful palace.

- (b) Give the meaning of the following words and use them in your own sentences: **07**

- (1) Effect-Affect (4) Cast-Caste (7) Cost-Coast
(2) Vocation-Vacation (5) Root-Rout
(3) Adapt-Adopt (6) Sail-Sale

OR

- Q.3** (a) Punctuate the following Paragraph **07**

When you are young as you all are full of energy are you not you may want to play to rush about you are full of life Then what happens As you grow up your teacher curtails your energy by shaping it directing it into various molds and at last you become men and women in the society

- (b) (1) Write rules of spelling **07**
(2) Arrange the following in dictionary order. (3)

Arch-Alias-Akin-Alack-Align-Alas-Alien

Q.4

- (a) Change the following sentences into Indirect Speech **07**

- (1) The son said to his father, "Have you any objection if I invite my friends for a breakfast?"
(2) The scientist said, "When salt is added into water it is dissolved".
(3) The child said, "What a lovely bicycle this is! I want to buy this. What is the cost?"
(4) The girl said her friends, "I have bought chocolates for you. Tell me will you take them from me or not?"
(5) He said, "This is the fruit, which I want, shall I buy it?"
(6) My father said, "The life was very hard at the time of war but no one was worried".
(7) The girl said to the boy, "What a lovely car it is! Is this your car?"

- (b) Rewrite as directed **07**

- (1) Though my father is very old, he works hard (make it compound)
(2) He is not only handsome but also clever (make it simple)
(3) The toys are too cheap to be good (make it complex)
(4) In spite of busy schedule, Shahrukh Khan completed his film. (Make it compound)
(5) I wish you success (make it complex)
(6) His success is almost certain (make it complex)
(7) In spite of his wealth, he is not happy (make it complex)

OR

- Q. 4** (a) Change the following sentences into Indirect Speech **07**
- (1) The coach said to the players, "Do not keep your hands wide open when you catch the ball "
 - (2) "How did you manage to come near me though the walls are very high?" Said the Justice to Romeo.
 - (3) The doctor said to patient "Take medicines regularly and take light food"
 - (4) "It is our duty to help the poors" Said father.
 - (5) Father said to his son, "work hard for your bright future, My Son".
 - (6) The Prime Minister said to his secretary, I am not able to visit Gujarat as I am busy with my work".
 - (7) The teacher said to the students, "Work hard to stand first in the class otherwise you will repent".
- (b) Rewrite as directed **07**
- (1) He wanted money so he work hard.(make it simple)
 - (2) He was caught and this added to his failure (make it simple)
 - (3) I will go to Goa in the next_____ (Week, Weak)
 - (4) There _____ few people in the meeting (wear, were)
 - (5) We _____ the victory of India in Cricket. (Accept, except, expect)
 - (6) Please give me a _____ of bread to eat (piece, peace).
 - (7) Its too hot to _____ (bear, bare).

- Q.5**
- (a) Write paragraph on "Industrialization in India" about 50 words **07**
- (b) Write paragraph on "Wonders of Science" about 50 words **07**

OR

- Q.5**
- (a) Write paragraph on "the game I like most" about 50 words. **07**
- (b) Write paragraph on "My favourite leader" about 50 words. **07**
