

GUJARAT TECHNOLOGICAL UNIVERSITY**Diploma Engineering Sem. – Ist - Examination – June/July- 2011****Subject code: 310007****Subject Name: Business Communication-I****Date: 05/07/2011****Time: 02:30 pm – 05:00 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)** Give one word for the following **07**
- (1) Person who can not make mistake
 - (2) Liable to catch fire easily
 - (3) Which is easily broken
 - (4) An artificial object put in the orbit
 - (5) Brief notes of the proceeding of the meeting
 - (6) Person who knows many languages
 - (7) A person who plays cricket
- (b)** Write the meaning of the following idioms and use them in sentence **07**
- (1) For the sake of
 - (2) To cope with
 - (3) Half hearted
 - (4) Get rid of
 - (5) By hook or crook
 - (6) To deal with
 - (7) To keep an eye on
- Q.2 (a)** Write the synonyms and antonyms of the following **07**
- (1) Visible (2) Attack (3) Attach (4) Giant
 - (5) Love (6) Delight (7) Clean
- (b)** Write conversation between the Conductor and passenger. **07**
- OR**
- (b)** Write conversation between the patient and doctor. **07**
- Q.3 (a)** Punctuate the following **07**
- The period of silence is generally not as long as you think when views are expressed acknowledge them with a nod a smile a yes a O K or as That's good or I am glad you mentioned that
- (b)** Give the meaning of the following words and use the in the sentences. **07**
- (1) Check-Cheque (2) Cell-Sale (3) Night-Knight
 - (4) Rate-Rat (5) Write-Right (6) Accept-Expect
- OR**
- Q.3 (a)** Punctuate the following. **07**
- Ramanand said we have to live from day to day therefore to be able to spiritualize Whole span of our life we need to know the methods of spiritualizing our life How can we do this can be done by living it as a traveler do you know why the traveler travels.
- (b)** Explain the importance of Business Communication. **07**

- Q.4 (a)** Change the following in to indirect speech. **07**
- (1) Rekha said to her friend “What a lovely purse it is “
 - (2) Mother said to her son “work hard”
 - (3) The doctor said to the patient “ take the medicines Regularly”
 - (4) The scientist said” Oil can not be dissolved in water”
 - (5) “It is our duty to help poor” The Prime minister said
 - (6) The teacher said “ work hard to stand first”
 - (7) My father said me “life is a challenge face it”
- (b)** Write as directed **07**
- (1) It is too cold to go out. (remove too)
 - (2) There _____ girls in the class room(ware.were)
 - (3) Though Rohan is very weak, He works hard.
 - (4) Neha is not only beautiful but intelligent also.(make it simple)
 - (5) I saw a thief. He had a gun in his hands(join the sentences)
 - (6) Pintu said to his mother “Please give me a toy”(make it simple)
 - (7) It is too _____ to handle(week,weak)
- OR**
- Q.4 (a)** Do as directed **07**
- (1) We cannot _____ cold in winter.
 - (2) Rakesh will go.It is sure.(make it compound)
 - (3) This drink is too cold drink.(remove too)
 - (4) He gave me a _____ of bread.(Peace,Piece)
 - (5) He went to Ahmedabad _____ his mother(expect,except)
 - (6) She is not only pretty but also clever.(make it simple)
 - (7) The boy in the red T shirt is our captain.(make it complex)
- (b)** Change the following into Indirect speech. **07**
- (1) The captain said to the players “work hard to win the game”
 - (2) The teacher said “ The Sun sets in the west”
 - (3) Father Peter said “it is our duty to help blind”
 - (4) He said “this is the book which I wanted to buy”
 - (5) Mohan said to Naman “ what a lovely bike it is”
 - (6) The teacher said “ life is just like a song, sing it”
 - (7) The teacher said to the students, “Do you know who said that the Earth is round”
- Q.5 (a)** Write a short paragraph on “My visit to a Bank.” **07**
- (b)** Write a short paragraph on “Importance of festival.” **07**
- OR**
- Q.5 (a)** Write a short paragraph on “Importance of Internet.” **07**
- (b)** Write a short paragraph on “My favorite festival.” **07**
