

Enrollment No: _____ Exam Seat No: _____

C. U. SHAH UNIVERSITY

Winter Examination- 2019

Subject Name: Communication Skills in English - II

Subject Code: 4CO04CSE1

Branch: B.Com

Semester: 4

Date: 24/09/2019

Time: 02:30 To 05:30

Marks: 70

Instructions:

- (1) Use of Programmable calculator & any other electronic instrument is prohibited.
- (2) Instructions written on main answer book are strictly to be obeyed.
- (3) Draw neat diagrams and figures (if necessary) at right places.
- (4) Assume suitable data if needed.

Q-1. Attempt the following questions: 14

- a) Swami and Friends is written by _____.
a. R. K. Narayan b. Earnest Hemingway c. O'Henry
- b) Who amongst the followings are the names of the friends of Swami.
a. Sankar, Mani, Rajam b. Ram, Hari, Gopal c. Tom, John, San
- c) _____ is called Pea.
a. Sankar b. Samuel c. Somu
- d) The full-form of memo is _____.
a. memorandum b. memorable c. momento
- e) A moral can be added at the end of a _____.
a. report b. memo c. story
- f) A _____ is a document which describes an opinion, situation etc. through observation, enquiry, collection of data etc.
a. circular b. report c. story
- g) 'We apologise for the delay and assure you of our timely services at all times' can be a line of _____.
a. an enquiry letter b. a complaint letter c. an adjustment letter
- h) The journey and return is the type of story generally related with _____.
a. journey to achieve goals b. travel and home coming c. unhappy endings
- i) Stories are usually written in _____ tense.
a. present b. past c. future
- j) Stories with happy endings are called _____.
a. Rags to Riches b. comedy c. tragedy
- k) 'A Teachers' training programme has been arranged for all the faculties on Sunday, 11th Sept. 2019' can be a line of _____.
a. memo b. circular c. report
- l) 'Failure to punctuality would invite disciplinary action' can be a line of
a. a circular b. a report c. a memo
- m) "Our parcel against our order was received in a damaged state" can be a line in which of the following type of letters?
a. Enquiry letter b. Order letter c. Complaint letter
- n) 'Please send us your illustrated catalogue and price list' can be a line in which of the following type of letters?
a. Enquiry letter b. Order letter c. Complaint letter

Attempt any four questions from Q-2 to Q-8

Q-2 Attempt all questions (14)



- a) Write in detail about the techniques of reading. 7
- b) Write a detailed note on the difference between circular and memo. 7
- Q-3 Attempt all questions (14)**
- a) What is report? Write the characteristics of a report. 7
- b) Write the character of Swami. 7
- Q-4 Attempt all questions (14)**
- a) Write in detail the characteristics of a good story. (7)
- b) Write about different types of stories with examples. (7)
- Q-5 Attempt all questions (14)**
- a) Who are Swami's friends? What is their importance in Swami's life? Elaborate. (7)
- b) R. K. Narayan's stories depict the real picture of life. Comment with the reference of the story *Swami and His Friends*. (7)
- Q-6 Attempt all questions (14)**
- a) Being the C. E. O. of your company write a memo to the Manager instructing to attend his duties sincerely and to maintain punctuality. (7)
- b) Write a circular informing your staff to remain present sharp by 8. 30 on Independence Day for flag hoisting ceremony. (7)
- Q-7 Attempt all questions (14)**
- a) Draft a suitable letter of enquiry on behalf of a hotel in Mumbai to Shakti Electronics for purchasing of T. V. and fridge required for the hotel. (7)
- b) Draft a letter on behalf of Mother Teresa Hospital, Calcutta to Sheetal Cotton Industries, Surat, placing order for white plain bed sheets for the hospital beds. (7)
- Q-8 Attempt all questions (14)**
- a) Construct a story from the following outlines. (7)
- A king distressed--- his people lazy--- to teach them a lesson put big stone in the middle of the road--- everyone passed--- officer--- soldier--- all cursed the stone and blamed the Govt. for not removing it--- the king removed it--- under it was a box with full of money--- the people were ashamed.
- b) Read the passage and answer the following questions. (7)
- It is a mad craze for speed that is responsible for many motor accidents. Only last year I witnessed what might have been a fatal accident on the Kashmir road. I was motoring down from Srinagar; and as I was nearing Kohala, I came upon the wreckage of two cars on the road. The smash had been caused by a car coming down, which swept round a sharp corner at forty miles an hour and crashed into a car coming up. Happily no one was killed; but several were badly injured, and the two cars were wrecked. To drive at such a speed down a twisting mountain road is simply to court disaster.
- i. What is the cause for many motor accidents?
- ii. What did the writer witness?
- iii. Where was the wreckage found?
- iv. Write the result of the accident.

