GUJARAT TECHNOLOGICAL UNIVERSITY

Diploma Engineering - SEMESTER-I & II • EXAMINATION – WINTER 2013						
Su	Code: 310007 Date: 20-12-2013					
Su	bject	Name: Business Communication - I				
Time: 2:30 pm - 05:00 pm Total Marks: 70						
Instructions:						
	1. 2.	Attempt any five questions. Make suitable assumptions wherever necessary.				
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	4.	English version is considered to be Authentic.				
Q.1	(a)	 Write the meaning of the following idioms and use them in the sentence (1) To deal with (5) By hook or crook (2) To make up (6) To keep an eye on (3) To put forward (7) From time to time 	07			
		(4) At all cost				
	(b)	Write one word for the following	07			
		(1) A lady whose husband is dead(2) A person who is leading a group				
		(3) A person who governs the Government				
		(4) Work for no money is paid				
		(5) A person who plays cricket				
		(6) A remedy for all diseases(7) The place where the patient is treated				
Q.2	(a)	Write a conversation between a Lawyer and a client	07			
Q.2	(a) (b)	Write the Synonyms and Antonyms of the following	07			
		(1) Powerful (2) Major (3) Love (4) Plenty				
		(5) Mild (6) Delight (7) Paradise				
	(b)	OR Write a conversation between a Player and a Coach	07			
		-				
Q.3	(a)	Give the meaning of the following words and use them in your own sentences (1) Sail – Cell (2) Caste – Cost (3) Fist – Feast (4) Whole-Hole	07			
		(1) Sun Cen (2) Custe Cost (3) Fist Feast (4) Whole Hole (5) Rate- Rat (6) Effect-Affect (7) Advise-Advice				
	(b)	Punctuate the following	07			
		The saint preached that When you are young as you all are full of				
		energy are you not you may want to play to rush about your life then what happens As you grow up your teachers curtails your energy by				
		shaping it directing it into various moulds and at last you become men				
		women in the society				
0.2	(a)	OR Punctuate the following	07			
Q.3	(a)	Gandhiji said we have to live our life from day to day therefore to be	07			
		Able to spiritualize Whole span of our life we need to know the methods				
		of spiritualizing our daily life How can we do this can be done by living				
	(b)	it as a traveler do you know why the traveler travels (1) Discuss an importance of Business Communication	07			
	(0)	(1) Discuss an importance of Dusiness Communication (2) Arrange the following words in dictionary order	07			
		Ashok-Alok-Advin-Amit-Amita-Ahmed-Abbas				
Q.4	(a)	Change the following into Indirect Speech	07			
	~ /	(1) The girl said to his friend "What a lovely bicycle it is!"				
		(2) The mother said to her Daughter, "Whether she has any				

		objection if she draws a picture "	
		(3) My mother said me," Life is just like a song, sing it "	
		(4) "It is our duty to help blind persons", Father Albert said	
		(5) He said, "this is the movie which I wanted to see"	
		(6) The teacher said "The Sun rises in the East "	
		(7) The football said to the players" Work hard to win the game"	
	(b)	Write as directed	07
		(1) We can not hot in the Summer (bare, bear)	
		(2) He went to the garden his father (accept , except)	
		(3) It gives me a of mind (piece , Peace)	
		(4) The drink is too cold to drink (remove Too)	
		(5) This the man whose horse ran fast (make it simple)	
		(6) I ran fast, I could not overtake him (make it compound)	
		(7) Mohan will go. It is certain (make it compound)	
		OR	
Q. 4	(a)	Change the following into Indirect Speech	07
•		(1) The boy said to his friend "What a lovely bike it is!"	
		(2) The daughter said to her mother "Whether she has any objection	
		if she sings a song"	
		(3) The teacher said," Do your work in time"	
		(4) The scientist said, "Oil can not be dissolved in water"	
		(5) Rakesh said to his friend, "This is the story book which I want to	
		purchase"	
		(6) My Mother said," The life is a challenge face it"	
		(7) " It is our duty to help handicapped person", Swamiji said	
	(b)	Write as directed	07
	()	(1) It is too hot to go out (remove too)	
		(2) Though Pinal is very weak, she works hard (make it compound)	
		(3) She is not only beautiful but also intelligent (make it simple)	
		(4) I will go to Baroda next (weak ,week)	
		(5) Therefew children in the garden (were, ware)	
		(6) I saw a thief .He had a pistol in his hands (join the sentence)	
		(7) The child said to her mother, "Please give me a toy" (make it	
		simple	
Q.5	(a)	Write a paragraph on "Indian Economy" about 50 words.	07
-	(b)	Write a paragraph on "Importance of English" about 50 words.	07
	. /	OR	
Q.5	(a)	Write a paragraph on "Computers as a friend" about 50 words.	07
	(b)	Write a paragraph on "Importance of Women's education" about 50	07
	. ,	words.	
