Seat No.: _____ **Enrolment No._____**

GUJARAT TECHNOLOGICAL UNIVERSITY

Diploma Engineering - SEMESTER–II • EXAMINATION – WINTER • 2014

Subject Code: 320024 **Date: 29-12-2014**

Subject Name: Communication Skill-II

Time: 02:30 pm - 05:00 pm **Total Marks: 70**

Instructions:

1. **Attempt any five questions.**
2. **Make suitable assumptions wherever necessary.**
3. **Figures to the right indicate full marks.**
4. **English version is considered to be Authentic.**

Q.1	(a)	Which are the golden rules for writing a good business letter ?	**07**
	(b)	What is the format of a business letter ? Explain in detail.	**07**
Q.2	(a)	Write answer of the following in brief.	**08**
	[1]	"Every business letter must be 'You attitude'. Discuss.	
	[2]	'Post Script'	
	(b)	Write in detail about telephone manners.	**06**
		OR	
	(b)	Write important features of telegram.	**06**
Q.3	(a)	You want to renovate your house compeletely. Write a letter to 'Soham' furnishers and decorators, Ahmedabad giving details of Your requirements and asking for an estimate of the cost.	**07**
	(b)	Your friend has won the competition of 'Indian Idol. Write a letter of congratulations.	**07**
		OR	
Q.3	(a)	There was an accident at construction site which was under your supervision. Write detail report to your construction superintendent.	**07**
	(b)	Write a letter to your friend who has recently lost his/her father.	**07**
Q.4	(a)	You have been consulted by a firm for the selection of a site for their factory. Draft a report.	**07**
	(b)	Write a letter to a bank that your cheque has been lost.	**07**
		OR	
Q.4	(a)	Write an application for the post of Architectural Assistant in a reputed company of Baroda, giving your bio-data seperatedly.	**07**
	(b)	As a sales executive of Dayanidhi Publishers, Baroda. Draft a Letter of complain to M/s Shah & Sons, Ashram road, Ahmedabad for delay in delivery of some technical books.	**07**
Q.5	(a)	As a secretary of your college, draft an annual report to your principal about Gymkhana activities done during the whole year.	**07**
	(b)	Write a letter of complain to the Police Commissioner (traffic), about the inadequate parking facility at char rasta, Mangal Bazar, Baroda.	**07**
		OR	
Q.5	(a)	Write an application for the post of a computer instructor.	**07**
	(b)	Write a letter of invitation to a well-known architect of Ahmedabad to deliver a lecture in a seminar arranged by your institute.	**07**

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