

PARUL UNIVERSITY
FACULTY OF COMMERCE
B.Com (Hons) Summer 2018-19 Examination

Semester: 2
Subject Code: 16193151
Subject Name: Communication Skills-II

Date: 01/04/2019
Time: 2.00 pm to 4.30 pm
Total Marks: 60

Instructions:

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary.
4. Start new question on new page.

Q.1 A) Fill in the blanks using proper preposition given in the bracket. (any seven) (07)

(by, at, down, from, for, on, with, to, since)

1. He has been suffering _____ Tuberculosis for a year.
2. I usually go _____ feet to my work.
3. We generally travel _____ train.
4. God is good _____ me.
5. They all ran after a farmer's wife who cut their tails _____ a knife.
6. The accountants have been working _____ morning.
7. We need to bring _____ the price rise.
8. We are hoping _____ the best.
9. We can meet _____ 5'o clock.

B) Give meanings of the given idioms and make sentences. (07)

1. Apple of discard.
2. Beat around the bush.
3. To get in to hot water.
4. Once in a blue moon.
5. Call spade a spade.
6. Build castles in the air
7. An axe to grind

Q.2 A) Change the degree of the following sentences. (Any eight) (08)

1. Rohit is as hard working as Mohit.
2. Vadodara is not so large city as Surat.
3. Cheetah runs faster than leopard.
4. My brother does not know so good English as I.
5. Silver is cheaper than gold.
6. Gujarat is not so hot as Rajasthan in summer.
7. Virat played better than Root.
8. The sword is not so mighty as the pen.
9. The Taj Mahal is more attractive monument than the Qutub Minar.
10. John is not so bad in study as Richard.

Q2 B) Fill in the blanks using the proper form from the bracket. (08)

1. Tata's contribution to Indian economics is _____. (marvel)
2. The Statue of Unity is the _____ statue in the world. (tall)
3. They are working _____ on this project. (tireless)
4. Your marks are _____ than my marks. (little)
5. Soldiers fought _____ against the enemies. (brave)
6. The over _____ person ruined his career. (ambition)
7. Simla is _____ than Delhi. (cool)
8. She _____ rejected the proposal. (direct)

Q.3A) Describe the given picture. (07)



Q.3 B) HP Accountants ordered 50 pair of tables and chairs from Super Furnitures after receiving the order they found some of the material was damaged. Write a complaint letter on behalf of HP Accounts to Super Furnitures. (Use a standard format of formal letter) (08)

Q.4 A) Answer the following questions. (Any five) (15)

1. What is speed reading?
2. Discuss the decision making process.
3. Explain the term Proximics.
4. What are the standard elements of formal letter writing
5. How to improve non verbal communication skills.
6. What features are necessary for problem solving skills.