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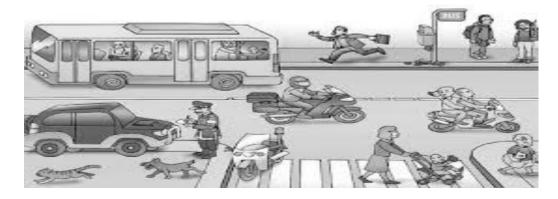
PARUL UNIVERSITY

FACULTY OF COMMERCE

B.Com (Hons) Summer 2018-19 Examination

Su Su	mester: 2 bject Code: 16193151 bject Name: Communication Skills-II	Date: 01/04/2019 Time: 2.00 pm to 4.30 pm Total Marks: 60
1. 2. 3.	structions: All questions are compulsory. Figures to the right indicate full marks. Make suitable assumptions wherever necessary. Start new question on new page.	
Q.1 A	Fill in the blanks using proper preposition given in the bracket. (ar	y 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	2.
	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)
	 Rohit is as hard working as Mohit. Vadodara is not so large city as Surat. Cheetah runs faster than leopard. My brother does not know so good English as I. Silver is cheaper than gold. Gujarat is not so hot as Rajasthan in summer. Virat played better than Root. The sword is not so mighty as the pen. The Taj Mahal is more attractive monument than the Qutub Minar. 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)	(00)
	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)	
O.3A)	Describe the given picture.	(07)



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.