

**PARUL UNIVERSITY**  
**FACULTY OF COMMERCE**  
**B.Com (Hons) Winter 2019-20 Examination**

**Semester: 2****Subject Code: 16193151****Subject Name: Communication Skills-II****Date: 16-12-2019****Time: 10:30 am to 01:00 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. This train is going to Mumbai \_\_\_\_\_ Vadodara.
2. There is dust \_\_\_\_\_ the table.
3. The thief was caught \_\_\_\_\_ police.
4. I dropped her \_\_\_\_\_ the station .
5. They all ran after a farmer's wife who cut their tails \_\_\_\_\_ a knife.
6. They have been here \_\_\_\_\_ last night.
7. While running the little boy fell \_\_\_\_\_ .
8. They are looking \_\_\_\_\_ good place to live.
9. There is a meeting \_\_\_\_\_ 7'o clock.

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

1. Apple of discord.
2. Beat around the bush.
3. Piece of cake.
4. Once in a blue moon.
5. Call spade a spade.
6. Apple of eye.
7. On the same boat.

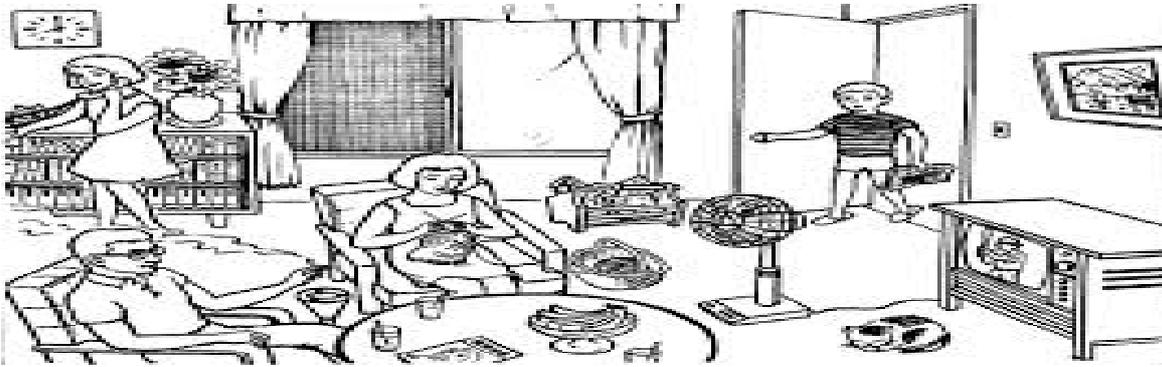
**Q.2 A) Change the degree of the following sentences. (Any eight) (08)**

1. Sumit is as hard working as Gaurav.
2. Surat is bigger city than Vadodara.
3. Tiger is more powerful animal than Leopard.
4. My brother is not so smart as I.
5. Air is lighter than water.
6. Gujarat is not so cool as Delhi in winter.
7. Virat is better player than Root.
8. The sword is not so mighty as the pen.
9. The Asia is larger continent than the Europe.
10. Stella is not so good driver as Richa.

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

1. I \_\_\_\_\_ by her speaking skills. (amaze)
2. The Nile is the \_\_\_\_\_ river in the world. (long)
3. The soldiers fought \_\_\_\_\_. (brave)
4. Your marks are \_\_\_\_\_ than my marks. (good)
5. We are \_\_\_\_\_ animals. (society)
6. The over \_\_\_\_\_ person lost his job. (confidence)
7. Delhi is \_\_\_\_\_ than Simla. (cool)
8. Sunita is as \_\_\_\_\_ as kavita. (short)

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



**Q.3 B)** Alien enterprise wants furniture items for their newly developed office. Write a formal letter to Apex furniture for it. (Use a standard format of formal letter) **(08)**

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

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