

Seat No: _____

Enrollment No: _____

PARUL UNIVERSITY
FACULTY OF COMMERCE
B.Com Internal Examination 2016

Semester : I

Subject Code : 16193101

Subject Name: Communication Skills - I

Date: 14/10/2016

Time: (2 hrs)

Total Marks: 40

Instructions:

1. Attempt all questions from each section
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary.

SECTION A

Q.1(A). Fill in the following blanks of the crime Story using Active/ Passive voice: (8 marks)

Both the sections of Q.1. (A and B) are compulsory.

The police _____ 1 _____ just 2 _____ (announce) that the ABC bank _____ 3 _____ (rob) yesterday. Two men _____ 4 _____ (enter) the bank at 4:30 with guns in their hands. Customer and bank clerks _____ 5 _____ (ask) to lie down on the floor and one of the bank clerks _____ 6 _____ (make) to fill the robber's bag with money. After that the two men _____ 7 _____ (leave) the bank quickly. The police officer Jacob says that more than 2000000 rupees _____ 8 _____ (steal) yesterday.

Q.1 (B) Complete the following sentences using an appropriate verb form.

1. I (Wake) up several times in the night.
2. My mother (Cook) delicious meals.
3. She (not know) the answer.
4. The boys (play) in the garden when it started raining.
5. I (receive) the parcel yesterday.
6. I (watch) that movie three times.
7. Cows (feed) on grass.
8. I (wait) for his call since yesterday.

Q.2 Using the outline given below, write a story in not more than 250 words. (06)

A beautiful girl-worked for the family-hardworking-she was struggling-the only earner-dreadful news-father dies in a road accident-devastated-but destiny had something else-met prince-married him-lived happily thereafter

Q.3 Answer the following questions: (any two) (08)

- (1) Write a dialogue between two friends talking about the benefits of the edc program initiated by the college
- (2) Write a paragraph on: The effects of pressures on students to get good grades
- (3) Write a paragraph on: The most memorable day of your life

SECTION B

(08)

Q.4 Answer the following questions: (any two)

1. Write an email to your principal asking for permission to organize a science exhibition in your college campus.

Outline:

permission - venue - date - time - duration - topic - assurance.

2. What is a paragraph? Discuss central components of a paragraph

3. Discuss email etiquettes

(05)

Q.5 Answer the following questions: (any one)

1. What is Listening? What are the traits of a good Listener?

2. What is presentation? Explain different purposes for making presentations.

Q.6 Read the following passage and answer the questions given below: (05)

Technological Progress

Over the past thirty years or so the quality of many people's lives has deteriorated in some respects because of technological progress. Those people living near airports are constantly assailed by the noise of increasingly larger and more powerful jet aircraft taking off and landing. We have ugly buildings which have sprung up in towns and cities. Some of these are blocks of flats-high-rise buildings built because of the high price of land, which seem more like breeding boxes than houses where people have space to live. Worse still, much of our building effort has been channeled into the construction of more and more large office blocks at the expense of much needed housing for the growing urban population.

1. We have ugly buildings ----.

A) so we need to improve technology

B) because the land is expensive

C) but we don't have much complaint about it

D) where people find enough space to live

E) which have appeared only in rural areas

2. It's obvious in the passage that ----.

A) the quality of people's lives has declined by technology