



**BAL-2351**      Seat No. \_\_\_\_\_

**M. Sc. (Sem. - I) (CA & IT) Examination**

**April/May - 2014**

**Communication Skills**

Time : 3 Hours]

[Weightage : 50

**Instruction :** All questions are compulsory.

- 1 (a) Fill in the blanks with correct forms of verbs 2  
given in the brackets : (any two)
- (i) They \_\_\_\_\_ the work by the end of the next year. (finish)
  - (ii) He \_\_\_\_\_ not \_\_\_\_\_ any mischief on that day. (do)
  - (iii) When the guests came, he \_\_\_\_\_ with his brother. (play)
  - (iv) She \_\_\_\_\_ in this college since 2009. (teach)
- (b) Fill in the blanks with correct modal 2  
auxiliaries : (any two)
- (i) They play regularly so that they \_\_\_\_\_ maintain a fit body.
  - (ii) I \_\_\_\_\_ kill him in any condition.
  - (iii) When he was young, he \_\_\_\_\_ to play for hours.
  - (iv) It \_\_\_\_\_ rain very soon as it is very cloudy.
- (c) Change into indirect speech : (any two) 2
- (i) My mother said, "Sita, don't waste your time".
  - (ii) The players said to the coach, "Can we have some rest ?"

- (iii) The shop keeper said to me, "This pen was very popular till last year".
- (iv) I said to my friends, "How wonderful it is ?"
- (d) Change the voice of the following : (any two) **2**
- (i) Who helped you in your problem ?
- (ii) Let him go.
- (iii) He never sees films.
- (iv) They will write a letter to you.
- 2** (a) Fill in the blanks with proper propositions : **2**  
(any two)
- (i) He write \_\_\_\_\_ ink.
- (ii) The chair is made \_\_\_\_\_ wood.
- (iii) He killed the snake \_\_\_\_\_ a stick.
- (b) Fill in the blanks with proper conjunctions : **2**  
(any two)
- (i) \_\_\_\_\_ had he seen his father \_\_\_\_\_ he jumped with joy.
- (ii) Ram \_\_\_\_\_ his friends is not loyal to his family.
- (iii) He worked very hard \_\_\_\_\_ he could not get good marks.
- (c) Translate the following into English : **2**  
(any two)
- (i) તમે ક્યાં લખો છો ?
- (ii) રમેશ કાલે આવશે
- (iii) ચા ચાલશે
- (d) Translate the following into Gujarati or Hindi : (any two) **2**
- (i) Political parties are playing with the future of our country.
- (ii) We must elect honest party in any election.
- (iii) I do not like to talk nonsense things.

- 3 Do as directed : (any ten) 10
- (i) Everybody have some problems in life.  
(Correct the sentence)
  - (ii) The knife is blunt.  
(make negative)
  - (iii) He has bought a very costly pen last wek.  
(Correct the sentence)
  - (iv) If he will help me, I shall also help him.  
(correct)
  - (v) I have given book to Ram which you gave me last month.  
(Insert article where needed)
  - (vi) He is unique player.  
(Insert article)
  - (vii) She runs faster than \_\_\_\_\_ (he/him)
  - (viii) He is not honest. (make interrogative)
  - (ix) I do not need your \_\_\_\_\_ in this matter.  
(advice/advise)
  - (x) She has got three \_\_\_\_\_ reserved  
(births/berths)
  - (xi) He is working very hard since 2011.  
(Correct the sentence)
  - (xii) She is a member of \_\_\_\_\_ (Council/counsel)
- 4 (a) As a retailer, draft a letter to a company placing an urgent order with them for certain goods required for the forthcoming rainy season.
- OR**
- (b) On behalf of IBM, put an attractive sale promotive voluntary offer letter for various personal computers.

- 5 (a) A customer complains to Radha Crockery, Vadodara, that he has received the cups and saucers he ordered fortnight late. Write a letter of adjustment.

**OR**

- (b) Write a letter giving reply to an inquiry asking prices and particulars about different varieties of furniture.

- 6 (a) You received furniture which are not as you ordered. Write an appropriate complaint.

**OR**

- (b) Demand a competitive quotation from as well-known company for the supply of 200 computers for your institute.
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