



BAL-2351-R 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)

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(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 week.

(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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