

The H.N.S.B.Ltd. Science College, Himatnagar
Internal Examination September/ October-2016

B.Sc. Semester : I Subject : Elective Genric (Comm.Skills)

Date : 07/10 /2016

Marks : 50

Paper No.:EG-111

Time : 11:30 to 1:30

1. (A) Write any One. (10 Marks)

1. Write forms of layout of business letter.
2. How to write our resume ? Explain.

1. (B) Write only points (15 Marks)

1. Describe the process of communication.
2. What are the various types of barriers to communication.
3. The principle of writing effective letters.
4. Different forms of business letters.
5. The objective of communication.

2. (A) Do as Directed. (20 marks)

1. If you are not alert, you will _____ the chance.
(put correct word from loose/lose)
2. He has been working in the company since two years. (correct the sentence)
3. I met mayer while I.am shopping. (correct the sentence)
4. It is essential to _____ an effective scheme to save money for this project.
(select appropriate word from device/devise)
5. The medicine did not have any _____ on the patient.
(select appropriate word from affect/effect)
6. He did not bought the car. (correct the sentence)
7. I look stupid with this dress. Everybody will laugh _____ me.
(put correct preposition)
8. Jatin is very proud _____ his new car. (put correct preposition)
9. When Amit is 15, he was a fast runner. (correct the sentence)
10. Let us _____ the decision for a few weeks.

2. (B) Summarise the passage to one third of its length and give it a suitable title. (5 marks)

There are some very distinct advantages of learning in one's own mother tongue as we can see in the case of Jagdish. He was only four years old when he was sent to school. He did not go to the English School. He studied in a village pathsala. In this matter as in several others, Jagdish's father showed much independence of character. It was indeed very brave of him to send his son to an old fashioned pathsala when everyone else was keen on educating his son to an English School. But he knew better. He thought that it would be helpful to his son to learn the vernacular thoroughly. He also knew that it would do his son good to mix with the children of the poor. Long afterwards Jagdish himself said that his father had been very wise in sending him to pathsala.

The days that Jagdish spent at school were the happiest of his life. He learnt many things there. He came to know his own language well and this was a great advantage. Instead of reproducing other people's thoughts, he was able to think for himself. Through his language he came to love his literature; which revealed to him the greatness of his own country and culture. Above all he learnt that every man, be he rich or poor, should get equal respect. And all this was the result of his study at the pathsala.
