

Hemchandracharya North Gujarat University, Patan

B.Sc.(Sem-1) Elective Generic EG-111 - Communication Skills

2016

[Time: 2.00 hours]

[Total Marks: 50]

1. (A) Write any One.

(10 Marks)

1. Write forms of layout of business letter.
2. Describe duplication technology.
3. 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. I need two _____ in the train. (use right word- births / berths)
2. He is my _____.(confident / confidant)
3. You should be _____ in your dealings. (judicious / judicial)
4. Your writing is _____.(illegible / eligible)
5. He is an _____ from U.K.(immigrant / emigrant)
6. He was _____ about his achievements. (boost / boast)
7. He is one of the players who has been selected for the tour. (Correct the sentence)
8. I have returned book which. You game me. (correct the sentence)
9. Donot look _____ me like this. (preposition)
10. He _____ a good example. (cite / sight)

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

Unemployment is a great curse. It wrecks society. It turns lawabiding and honest men into criminals and dacoits. In fact, it brings discontent to the Government itself. Soon the discontent gives place to agitation against the Government. Agitation may result in political unrest or revolution. A wise Government will always keep an eye on the unemployed to do its utmost to keep down their number.

How can this problem be solved? Obviously the answer will be either by discarding machines altogether and reverting to economy of good old times or by eliminating the capitalist and running the machines for the benefit of the workers. All industries should be nationalized. The Government should have the planned economy. This planning should be done, keeping in view the welfare of the common people and not a handful of rich industrialists and landlords. New industries should be started to provide more and more work. India is an underdeveloped country. There is no dearth of work here. In all spheres of economy, it requires more and more men. Its natural resources are immense, but many of them are untapped so far. If we try to exploit its natural wealth in proper way, we shall find that we need more people than we have for the purpose.