

GUJARAT TECHNOLOGICAL UNIVERSITY**Diploma Sem-II Examination July 2010****Subject code:320024****Subject Name: Communication Skill-II(AA)****Date: 05 /07 /2010****Time: 03:00pm - 05:30pm****Total Marks: 70****Instructions:**

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.
4. English version is Authentic

- Q.1** (a) Explain the importance of business letter ? What are the physical aspects of good business letter? **07**
- (b) Explain general layout of business letter,briefly discuss all points. **07**
- Q.2** (a) What is report ? What are the different types of reports?What are the main characteristics of a good reports? **07**
- (b) You are Mohan,a staff reporter of Times Of India.You have witnessed a severe road accident involving a Truck and Maruti-car.Write a report including details about the number of people injured and extent of damage caused to the colliding vehicles. **07**
- OR**
- (b) You are the reporter of "The Hindu" News Paper at mangalore.Write your report after visiting the recent Air-India Plane crash at Mangalore airport. **07**
- Q.3** (a) You are a Principal of college,you need books of Mechanical, Electrical. Architecture and Civil Engineering for establishing college library.Place your inquiry regarding these books to the Publisher,Okhala New Delhi. **07**
- (b) As a Publisher of the books Okhala New Delhi,send your Quotation to the Principal for the engineering books stated in your inquiry. **07**
- OR**
- Q.3** (a) Write a letter to the Publisher returning the books,wrongly supplied and ask the Publisher to supply the proper books as per your Purchase Order. **07**
- (b) Write a telegram to your supplier regarding the goods you had ordered a month back,are not yet received. **07**
- Q.4** (a) There is an advertisement in the local deaily news paper for the post of Sr.Architecture,Write an application with your bio-data and experience to the M/S Shah and Mehta Architectural Associates,Narvangpura, Ahmedabad - 389009. **07**
- (b) Write a letter to your younger sister Neha congratulating for the first rank in H.S.C.Science stream examination and guide her for selection of future course of study. **07**

OR

- Q. 4** (a) You are Ramesh patel staying at 20,Paramount Soc.Gotri,Vadodara Your neighbour Mr.Shailesh Shah is on trip to Simla and staying at hotel Mountlake at Simla,You came to know that shailesh shah's house has been broken into by thieves.Write a telegram to him. **07**
- (b) There was a an accident at the consctrution site which was under your supervison.Write detail report to your ConstructionSuperintendent. **07**
- Q.5**
- (a) You are Mehul Patel resident of Mandvi area of Baroda.Write a letter to the Police Commissioner (Traffic) about the inadequate parking facility at M G Road,Mandvi,Baroda. **07**
- (b) You are diploma holder in Architecture Assistantship.You are interested for futher study in degree course.Your father wants you to marry.Frame telephonic conversation dialogue with your father. **07**
- OR**
- Q.5** (a) Write to letter to your friend who has recently lost his mother. **07**
- (b) You are posted as Asst.Collector in the district.Flood has caused a lot of damage in the district.Submit the factual report to the chief secretary of the State.stating the measures taken by you to control the situation and your recommendation to assist the flood hit people. **07**

સૂચના:

1. તમામ પાંચ પ્રશ્નોના જવાબ ફરજીયાત છે.
2. જરૂર જણાય ત્યાં યથાયોગ્ય ધારણાઓ બાંધવી.
3. જમણી બાજુ દર્શાવેલ આંકડા પ્રશ્નોના પૂરા ગુણ દર્શાવે છે.
4. અંગ્રેજી પત્ર આધારભૂત ગણાશે.

પ્રશ્ન-૧	અ		07
	બ		07
પ્રશ્ન-૨	અ		07
	બ		07
		અથવા	
	બ		07
પ્રશ્ન-૩	અ		07
	બ		07
		અથવા	
પ્રશ્ન-૩	અ		07
	બ		07
પ્રશ્ન-૪	અ		07
	બ		07
		અથવા	
પ્રશ્ન-૪	અ		07
	બ		07
પ્રશ્ન-૫	અ		07
	બ		07
		અથવા	
પ્રશ્ન-૫	અ		07
	બ		07
