

Seat No.: _____
No. _____

Enrolment

GUJARAT TECHNOLOGICAL UNIVERSITY

Diploma Engineering - SEMESTER-II • EXAMINATION – WINTER • 2014

Subject Code: 320024

Date: 29-12-2014

Subject Name: Communication Skill-II

Time: 02:30 pm - 05:00 pm

Total Marks: 70

Instructions:

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

- Q.1** (a) Which are the golden rules for writing a good business letter ? **07**
(b) What is the format of a business letter ? Explain in detail. **07**
- Q.2** (a) Write answer of the following in brief. **08**
[1] “Every business letter must be ‘You attitude’ . Discuss.
[2] ‘Post Script’
- (b) Write in detail about telephone manners. **06**
- OR**
- Q.3** (b) Write important features of telegram. **06**
(a) You want to renovate your house completely. Write a letter to **07**
‘Soham’ furnishers and decorators, Ahmedabad giving details of
Your requirements and asking for an estimate of the cost.
(b) Your friend has won the competition of ‘Indian Idol. Write a letter of **07**
congratulations.
- OR**
- Q.3** (a) There was an accident at construction site which was under your **07**
supervision. Write detail report to your construction superintendent.
(b) Write a letter to your friend who has recently lost his/her father. **07**
- Q.4** (a) You have been consulted by a firm for the selection of a site for their **07**
factory. Draft a report.
(b) Write a letter to a bank that your cheque has been lost. **07**
- OR**
- Q.4** (a) Write an application for the post of Architectural Assistant in a **07**
reputed company of Baroda, giving your bio-data seperatedly.
(b) As a sales executive of Dayanidhi Publishers, Baroda. Draft a **07**
Letter of complain to M/s Shah & Sons, Ashram road, Ahmedabad
for delay in delivery of some technical books.
- Q.5** (a) As a secretary of your college, draft an annual report to your **07**
principal about Gymkhana activities done during the whole year.
(b) Write a letter of complain to the Police Commissioner (traffic), **07**
about the inadequate parking facility at char rasta, Mangal Bazar,
Baroda.
- OR**
- Q.5** (a) Write an application for the post of a computer instructor. **07**
(b) Write a letter of invitation to a well-known architect of Ahmedabad **07**
to deliver a lecture in a seminar arranged by your institute.
