



- 3 Write a report as the general secretary of your college on the blood donation camp held at your college. 13

**OR**

Prepare a press report on the demise of Ex. President, scientist, and Honourable teacher Dr. A.P.J. Abdul Kalam.

- 4 (a) (i) You have applied for a bank loan to study in Canada and have been asked to attend an interview between the bank manager and you. Think of the questions that you could be asked and write them down along with your possible responses. 7

**OR**

- (ii) Imagine you are a reporter interviewing your favourite actor. Prepare a list of questions for the interview and write them down, along with possible responses.

- (b) Do as directed : (any six) 6

- (1) Rosemary drew \_\_\_\_\_ other into the hall.  
(Put the appropriate article)
- (2) The girl stood just inside the door; she seemed dazed  
(Change the sentence to present tense)
- (3) Next Sunday, my wife and I went out for dinner.  
(Correct the tense)
- (4) Tagore travelled \_\_\_\_\_ many countries.  
(Fill in the blank with the correct preposition)
- (5) Yesterday, my friend \_\_\_\_\_ (go) to the photographer's studio.  
(Put the appropriate verb form).
- (6) Write the synonym :  
(a) Fascinating
- (7) Write the antonym :  
(a) Pride.

## 2. Written & Spoken Communication Skills

### Instructions :

(1)

नीचे दशांशवेक निशानीवाणी विगतो उत्तरवडी पर अवश्य बपनी. Fillup strictly the details of signs on your answer book.	Seat No. :
Name of the Examination :	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Second Year B. Com. (Sem. III)	<div style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center;">Student's Signature</div>
Name of the Subject :	
Written & Spoken Communication Skills	
Subject Code No. : <input type="text" value="2"/> <input type="text" value="6"/> <input type="text" value="6"/> <input type="text" value="2"/> Section No. (1, 2,.....): <input type="text" value="Nil"/>	

- (2) Figures to the right indicate full marks.  
(3) Indicate clearly the options you attempt.

1 Answer the following question in 3-4 sentences : (any five) 10

- (1) Why is the soil erosion bad for the country ?
- (2) What kind of company is PepsiCo ? What is Indra Nooyi's role in it ?
- (3) Why do you think 'we have no time to stand and stare' ?
- (4) What were the two most common questions that Ray was asked during the interview ?
- (5) What difficulty did Satyajit Ray face as a filmmaker in India ?
- (6) What attracts the speaker to the woods in the "stopping by woods on a snowy evening" ?
- (7) What kind of changes did Indra Nooyi make in PepsiCo company ?

2 (a) Why is 'water : Elixir of Life' according to C.V. Raman ? 14

OR

- (b) Appreciate the poem 'Leisure' by W.H. Davies.

- 3 (a) Write a letter from the principal of a college to Orient Blackswan Publishers ordering hundred copies of the books 'Images – A Textbook for collage students' for the library of college. **13**

**OR**

- (b) You are hosting a Reception party for your younger sister's marriage. Write a letter to 'Five Star' caterers, Surat, placing an order for a catered Dinner for 300 guests. Specify the food items you want prepared, along with the date, time and venue of the party.

- 4 (a) You are General Secretary of the students union of your college. The college is conducting a Blood Donation Camp. Write a notice informing the students and volunteers inviting them to participate. Give details regarding Date, Time and Venue. **7**

**OR**

You are Secretary of National Youth Club of Navsari. Prepare an agenda for the meeting of Office Bearers to Celebrate Diwali Festival this year.

- (b) You are Secretary of Lions Club of Bharuch. The meeting of Office Bearers of the club is scheduled for 10<sup>th</sup> of the next month. Draft a minutes of the meeting. **6**

**OR**

As the General Secretary of the college prepare an agenda for the Annual day program. Draft the minutes for the same.