

Seat No.: \_\_\_\_\_

Enrolment No. \_\_\_\_\_

# GUJARAT TECHNOLOGICAL UNIVERSITY

Hotel Management & Catering Tech.- Second Year- Examination –May/June- 2011

Subject code: 520005

Subject Name: Business & English Communication-II

Date: 31/05/11

Time: 2:30 p.m. – 5:00 p.m.

Total Marks: 70

## Instructions:

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.

- Q.1** (a) What are tips for a better interview? **07**  
(b) Explain Methods of Communication? **07**
- Q.2** (a) Write an essay on Choice of Career. **07**  
(b) Write a short note on Rules And Regulation. **07**
- OR**
- (b) What you Understand By Body Language? **07**
- Q.3** (a) Write a short note on Personal Hygiene. **06**  
(b) Explain posture and gesture. **06**  
(c) (A)He offered a chair.(B) Raju has invited me.(Chang the voice) **02**
- Q.4** (a) What is the purpose of an interview? **07**  
(b) Write about Group discussion & Personal Interview? **07**
- OR**
- Q.4** (a) How can we solve the disciplinary Problem and find solution so that they do not occur in future? **06**  
(b) Types of listening? Or How can we improve listening skills? **04**  
(c) Stat the Barriers to effective communication. **04**
- Q. 5** (a) Write good qualities of speaker. **06**  
(b) Write an application for the post of front office manager. **06**  
(c) Verbal, Friend(give opposite word) **02**
- OR**
- Q.5** (a) Write Essay on first day of my college. **07**  
(b) Explain importance's of etiquettes and mannerism in communication **07**

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