

GUJARAT TECHNOLOGICAL UNIVERSITY

Diploma Hotel Management & Catering Technology yearly examination June 2009

Subject code: 510005

Subject Name: English & Business Communication I

Date: 26/06/2009

Time: 11:30am-2:00pm

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) You are working as “assistant chef” in hotel writes an application letter to executive chef for leave of 15 days. **10**
- (b) Fill in blanks with suitable preposition **02**
1. Our vacation begins _____ 20th June. [at, on]
 2. He is suffering _____ cholera. [of, from]
 3. We must return _____ 11. p.m. [by, at]
 4. Nirav died _____ his family. [for, of]
- (c) Fill in blanks with suitable verbs **02**
1. Tomorrow _____ Wednesday. [be]
 2. He _____ to Chennai. [go]
 3. We _____ institute last year. [leave]
 4. Sagar _____ milk every morning. [drink]
- Q.2** Answer the following questions
- (a) What are the barriers to communication? **07**
- (b) What is non verbal communication? **07**
- OR**
- (b) How can you overcome from the barriers to communication? **07**
- Q.3** Write an essay **14**
- (a) The game I like most.
- OR**
- Q.3** (a) A perfect holiday **14**
- Q.4** (a) Apply for the post of housekeeping supervisor **10**
- (b) Insert A/AN or THE **02**
1. _____ Rose is beautiful flower.
 2. I am _____ Indian
 3. Copper is _____ useful metal.
 4. _____ Narmada is _____ Holy River.
- (c) Match the following synonym **02**
1. cheerful - imprison
 2. intoxicated eatable
 3. edible unconscious
 4. banish happy
- OR**
- Q. 4** (a) Apply for the post of **F & B** manager **10**
- (b) Give the antonyms of **02**
- 1) host 2) fresh 3) juicy 4) hard
- (c) Correct the sentences **02**
1. Eaten two breads he has and sleep.
 2. A chair offering was I.
- Q.5** Write **short notes** on following
- (a) Postures & Gestures **07**
- (b) Body language **07**
- OR**
- Q.5** (a) Write **NOTICE** as a head clerk directing to students for paying remaining fees **05**
- (b) Discuss the types of listening **05**
- (c) What should we keep in mind before going for an interview? **04**