

CS/B.PHARM/SEM-1/HU 101/2011-12



GROUP – B

(Short Answer Type Questions)

Answer any *three* of the following. $3 \times 5 = 15$

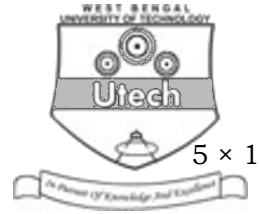
2. Discuss in brief the four types of special reports.
3. What are the problems of group presentation ?
4. What aspects of style needs to be followed to speak effectively ?
5. Discuss in brief the different aspects of non-verbal communication.
6. Assuming that you are the Purchase Manager of Global Pharmaceuticals Co. Ltd., place an order for certain chemicals needed for the production of medicines in your company with M/s. Vishal Chemicals, Kalyani, Invent necessary details.

GROUP – C

(Long Answer Type Questions)

Answer any *three* of the following. $3 \times 15 = 45$

7. a) Insert appropriate prepositions : 5×1
 - i) He is that committee.
 - ii) The patient died swine flu.
 - iii) He is absent the meeting.
 - iv) I congratulated him his success.
 - v) He flies everyday Bangalore and Kolkata.



- b) Correct the grammatical errors : 5 × 1
- i) He lives in USA.
 - ii) It is raining for a week.
 - iii) He is senior than me.
 - iv) His father is a SDO.
 - v) One of the boys there have stolen the book.
- c) Rewrite the following as directed : 5 × 1
- i) He confessed that he was guilty. (Make it Simple)
 - ii) Without your guidance, we are sure to lose the track. (Make it Complex)
 - iii) I saw him opening the box. (Change the voice)
 - iv) "Shut the door after you", she told him curtly. (Make it indirect)
 - v) John is brighter than all other students in his class. (Change it into positive degree)
8. Write a report (in not more than 150 word) on the evil effects of drug addiction.
9. Write an essay on any one of the following : 1 × 15
- i) Failures are the pillars of success
 - ii) Pleasure of reading
 - iii) The need for alternative sources of energy
 - iv) Value of time.
10. Write an application letter for the post of a sales executive manager in an MNC. Include a fully formatted resume.