

F/2017/5161

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FIRST SEMESTER

**AUTO / CHEMICAL / ETE / OPTO ELEX. /
ELECT. ELEX. / MECH. / RAC / MOM /
OPHTHALMIC / ARCH. ASSTT. / COM. SC. /
CHM / IT / M.S. / M.&M.S. / F.T. / APP. VIDEO. /
ELEX. & INSTRU. / PTDC CME**

SECOND SEMESTER

**CEMENT TECH. / CIVIL / CTM / ELECT. / PRPC /
PRODUCTION ENGG. / PLASTIC TECH. /
PRINTING TECH. / TEXTILE TECH. /
ARCH. & I.D.
COMMUNICATION SKILL**

*Time : Three Hours**Maximum Marks : 100***Note : Attempt all questions.**

1. Choose the correct answer from the given alternatives: 1 each

i) Scientific word for 'Slanting' is

(a) Vertical

(b) Base

☒ (c) Oblique

(d) Lateral

ii) Artificial lake where water is stored is called

(a) Cistern

(b) Repository

☒ (c) Reservoir

(d) River

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P.T.O.

(2)

- iii) A class of plants or animals is known as:
(a) Biology (b) Species
(c) Fauna ~~(d) Forest~~
- iv) One word for 'a mischievous trick' is
(a) Prank (b) Horseplay
~~(c) Scuffle~~ (d) Punch
- v) Which one of the following is a non-renewable source of energy?
(a) Biomass (b) Biogas
~~(c) Natural gas~~ (d) Solar energy
- vi) R.K.Narayan, the short story writer has written
(a) A letter to god
~~(b) An Astrologer's Day~~
(c) The Last Leaf
(d) The Selfish Giant
- vii) The main character of the story 'The Male factor' is
~~(a) Denis Grigoriev~~ (b) Lencho
(c) Johnsy (d) Astrologer
- viii) What is the pen-name of William Sidney Poster?
~~(a) O.Henry~~ (b) R.K.Narayan
(c) Saki (d) Rabindranath

(3)

- ix) Communicating with subordinates is
- (a) Upward channel
 - ☒ (b) Grape-vine channel
 - (c) Horizontal channel
 - (d) Downward channel
- x) Letter 'Inviting Quotations' is written with the purpose of
- (a) Placing order
 - ☒ (b) Supply of items
 - (c) Referring to complaint in supply
 - (d) Enquiring rates of items

2. a) What are the principles of effective communication? Explain. 10

OR

Describe major barriers in communication and ways to remove them.

b) Differentiate between Oral and Written communication. 8

OR

Differentiate between Upward and Downward channels of communication.

(4)

3/ Answer the following questions in one or two sentences each. (any six): 18

- ~~i)~~ Why do scientists use special words?
- ~~ii)~~ Why is sea water unfit for human consumption?
- ~~iii)~~ Why should 'Visiting' be not permitted in a factory?
- ~~iv)~~ What are renewable sources of energy?
- ~~v)~~ What does the term 'biosphere' mean?
- vi) Who are effective leaders?
- ~~vii)~~ Who had painted the last leaf?
- ~~viii)~~ Who is an astrologer?

4/ a) Describe the character of Lencho in the story 'A Letter to God'.

OR

What lesson do you draw from the story 'The Last Leaf'.

10

OR

Give a character sketch of the astrologer as depicted in the story 'An Astrologer's Day'.

~~b)~~ Rewrite the following sentences in the passive voice. Do not use by + agent. 3

- i) You can turn off the power here.
- ii) They invited me to give a talk on 'Entrepreneurship'!
- iii) They have promised us higher wages.

(5)

- c) Rewrite the following sentences using appropriate form of the verbs within the brackets: 3
- Mohan (go) to office on foot every day.
 - If you do not take a taxi, you (miss) the train.
 - He told us that he (decide) to start the factory.

- d) Rewrite the following sentences choosing the correct verb in each case from the given alternatives: 2

- One of the students in my class (own, owns) a motorcycle.
- Either the sand or the cement (is, are) bad.

- a) Write an application for the post of Junior Engineer with resume. 10

OR

You are Sanjeev Agarwal residing at 15, Tilak Road, New Delhi. Write a letter to M/s Delhi Furniture store, Rajouri Garden, New Delhi, Placing an order for office furniture for your new office.

- b) Write a paragraph of about 150 words on any one of the following topics: 8
- Pollution
 - Importance of computers
 - Non-renewable sources of energy
 - Language of science

(6)

6./a) Use 'since' or 'for' whichever is appropriate. 2

i) He hasn't been here three weeks.

ii) Nobody has written to me my birthday.

b) Fill in the blanks with appropriate prepositions: 2

i) He has to reach his office 10 O'Clock.

ii) He is leaving Delhi by Shatabdi Express.

c) Use 'must not' or 'need not' whichever is appropriate. 2

i) The doctor said I smoke so much.

ii) You study as the examination is over.

d) Insert 'some' or 'any' in the blanks where necessary. 2

Don't make noise. Let him have sleep.

e) Correct the spellings of the words given below. 2

i) Accidant

ii) Entrepreneurship

(7)

- f) Give one word for the following: 4
- i) A period of ten years
 - ii) Process of removing salt from sea water to make it fit for human consumption.
 - iii) Informal communication channel which includes gossips and rumours.
 - iv) Self employment, at the same time creating employment for others

- g) Translate the following sentences into Hindi (any four): 4

- i) Help the guests wash their hands.
- ii) Come to the point.
- iii) Please, do come again.
- iv) I am going to buy a new bicycle, next month.
- v) It has been raining for two hours.

- 7/ Read the following passage and answer the questions that follow:

We know that man is social by nature, and therefore, our work or the work of a businessman depends upon a thousand people he may have never seen. The modern businessman knows that the business of his company grows big by helping the little business to succeed. He can achieve this only through his letters.

(8)

Letters keep their goodwill and build it into solid relationship. By means of letters, they maintain contacts, so that each will enlarge its own volume of business and that will flow into one's own organisation. As these supporting businesses grow, they will continue to buy what one has to sell, and therefore, it pays one to take every opportunity to make friends with them. In this reference one has to remember that letters in modern business are like ambassadors. Every letter that leaves the office acts as a representative of the firm and is a messenger of good will. Through letters, a modern businessman is able to maintain good relations with all his contacts. He is able to represent the business interest of his company. His letters make friends for his company and for himself.

- a) i) What does the work of a businessman depend upon?
ii) What does the modern businessman know?
iii) How are letters helpful in the modern business?
iv) Find the word in the passage meaning 'representative'.
v) Give a suitable title to the above passage.

10

- b) Make a precis of the above passage in about 40 words.

8

