

ETC 🎉👍

Effective Technical Communication

P. Pages : 3

Time : Two Hours



MSP/KS/23/2656/2663/2671/2675

Max. Marks : 35

Notes : 1. All questions carry marks as indicated.

1. a) Correct **any three** of the following. 3
- i) The doctor gave me many good advices.
 - ii) I am loving long walks.
 - iii) I am studying for three hours regularly.
 - iv) I regularly go for walk at the evening.
 - v) The side effects of this medicine is a matter of great concern.
- b) Rewrite as directed **any three** of the following. 3
- i) Ram Said, "I am tired now" (change the narration)
 - ii) Pradeep does the duty very well. (Change the voice)
 - iii) The Aeroplane flies faster than birds. (change in to Negative sentence).
 - iv) Rahul is an intelligent student. (Add a question tag)
 - v) He earned his Ph. D. at the age of 77. (Make it a complex sentence).
- c) Use the following idioms in your sentences **any two**. 2
- i) Don't cry over spilt milk.
 - ii) Keep your chin up.
 - iii) Every cloud has a silver lining.
 - iv) Crying Wolf.
2. a) Do as directed **any three**. 3
- i) Make new words with given prefixes and write their meanings
 - i) Sub ii) Inter
 - ii) Give one word for the following.
 - i) A book giving instructions or information
 - ii) One who is neither intelligent nor dull.
 - iii) Give two examples of words formed out of Clipping.

iv) Explain the Jargon - Spam.

v) Make new words with given suffix and write their meaning-

i) -er

ii) -ian

b) Do as directed **any three**.

3

i) Write two words as examples of 'blending' in English.

ii) Give two examples of Jargons related to 'Information Technology'

iii) Make new word with prefix 'Para' and explain its meaning.

iv) write two words borrowed from other countries and culture.

v) Write synonym of funny.

c) You are at interview and are asked the following question write the answer of the following.

3

i) Explain the different types of Job Interviews.

3. a) i) Applications are invited for the post of software developers for a reputed company dealing in electronic goods Qualified Computer Engineers with minimum of three years of experiences may apply send your application along with resume.

5

OR

ii) Place an order of 600 drafters and 500 engineering calculators to be delivered within 15 days from the date of order, receiving the rights to reject the goods is delivered late or in damaged condition, However you have not received the goods as per your specifications so write a letter of complaint also.

b) Read the passage given below and answer the questions that follow.

4

Character is destiny character is that on which the destiny of a nation is built. One cannot have a great nation with men of small character. We must have young men and women who look upon others as the living lineage of themselves as our Shastras have so often declared. But whether in public life or student life, we cannot reach great heights, if we are lacking in character. We cannot climb the mountain when the ground at our feet is crumbling. When the very basis of our structure is Shaky how can we reach the heights we have set before ourselves? We must all have humility. here is a country which we are all interested in building up for whatever service we take up, we should not care for what we receive. We should know how much we can put into that service. That should be the principle which should animate our young men & women ours is a great country, we have had for countries a great history. The whole of the East reflects our culture.

Question & Answers:

Q.1. What is the Passage about?

Q.2. What kind of Young men and women must we have?

Q.3. How can we reach the great heights we have set before ourselves?

Q.4. We cannot reach great heights (add question tag)

4. a) i) Assume that you are the chairman of a committee appointed by the President of the Employees Union of your company to look into the complaints against the functioning of the canteen on the premises and suggest measures for improvement. Write a report containing your analysis and recommendations. **5**

OR

- ii) Write a user's manual of Laptop that has been launched in the market. Your user's manual could focus on the installation and operation of the accessories.
- b) i) The general manager Mahendra & Mahendra Nagpur have asked you to submit a report on the decline of sale of commercial vehicles in North India for last six month. In the capacity of marketing manager of North region prepare a detailed report citing the cause for the decline of sales and also furnish your suggestions to improve the situation. **4**

OR

- ii) Assume that as a project development officer you have been asked by the NIT of computer education, OPERA Building 24/15 camp, Pune to set up a communication technology center at Nagpur for training professionals in the use of latest technological aids for face to face and distance communication write a proposal for the same.

Humanities-II Effective Technical Communication

P. Pages : 2

Time : Two Hours



SPM/KW/22/2656/2663/2671/2675

Max. Marks : 35

Notes : 1. All questions carry marks as indicated.

1. a) Correct the following sentences **any three**. **3**
- i) Neither his friends nor he were responsible for missing the train.
 - ii) The students are not intelligent, aren't they?
 - iii) There are a pair of gloves in the drawer.
 - iv) I saw a lot of deers during Jungle Safari.
 - v) He is a MBBS doctor.
- b) Do as directed **any three**. **3**
- i) The minister is delivering a speech (Change the voice)
 - ii) She said, 'They have no grains to cook today'. (Change the narration)
 - iii) As he stood on the roof, he watched the river. (Change into compound sentence)
 - iv) Switch off television. (Change the voice)
 - v) He said that he was innocent. (Change into Direct Speech)
- c) Use following idioms and phrases to make meaningful sentences **any two**. **2**
- i) Green signal
 - ii) Every cloud has a silver lining.
 - iii) Difficult nut to crack
 - iv) To cut a sorry figure.
2. a) Do as directed **any three**. **3**
- i) Give two examples of the words formed by compounding process.
 - ii) Make two words using the prefix 'mis'.
 - iii) Make two words using the suffix 'ment'.
 - iv) Write any two technical jargons related to music filed.
 - v) What do you mean by Clipping? Write any one word formed by 'Clipping.
- b) Answer **any two**. **2**
- i) Choose the correct synonym for the word 'baffle'.
 - a) Confuse
 - b) Objective
 - c) Comical
 - d) Upbeat
 - ii) Antonym word for 'Dearth' is
 - a) Life
 - b) Abundance
 - c) Terror
 - d) Brightness.
 - iii) Analogy pair of Kick : Football
 - a) kill : bomb
 - b) break : sell
 - c) bread : bake
 - d) smoke : pipe
 - iv) Give one word for 'One who eats both plants and animals'.

- c) Explain different types of interview. 4
2. a) Applications are invited for the post of General Manager for a reputed company dealing in electronic goods. Qualified Electronic Engineers with a minimum of five years may apply to Post Box No. 189, Jabalpur along – with your resume. 5

OR

You need office furniture for your newly opened office. Write a letter of inquiry to Godrej Emporium, Dadar, Mumbai – 6, asking for their quotation, terms of sale and mode of transport. In reply prepare a quotation letter as well.

- b) Read the following passage and answer the questions that follow : 4

Some things we do because we have to. Some things we do because we like to. Things which attract and sustain our attention spontaneously are our interests. What we do during our moments of leisure relevels our interest. If our interests are developed along their natural channels leading on to allied occupations, our work will be an ever growing source of pleasure to us. Then the distinction between work and play vanishes and work becomes real play. It is convenient for the purpose of vocational guidance to classify human interests under a few headings such as intellectual, practical, social, athletic and aesthetic interests. Those who are fascinated by the intellectual activities, form the first group. They are inspired by ideas and theories and pursue the study of the subjects for its own sake. Professors, authors, lawyers and research workers are examples.

Answer the following questions.

- i) What according to the writer, are interests?
 - ii) Who form the first group of intellectuals?
 - iii) What are the qualities of intellectuals?
 - iv) Give suitable title to the passage
4. a) Maruti Udyog's Zen car has gained its number one position in the small car segment by overtaking the Hyundai Santro. As a chairman of the committee set up an investigative report and submit to the General Manager Santro Ltd. 5

OR

Describe various essential components of an effective research paper.

- b) Write in detail the criteria for writing research proposal. 4

OR

Prepare user manual for an android mobile.
