

F.E. (Semester I) Examination, November/December 2008

(Revised in 2007-08 Course)

COMMUNICATION SKILLS

Duration : 3 Hours

Total Marks : 100

Instructions : 1) Attempt **any five** questions in all.

2) It is **compulsory** to answer at least **one** question from **each** Module.

3) **Last** question may be answered from **any** Module.

4) Figures to the **right** indicate **marks**.

MODULE - I

1. a) Do as directed :

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- 1) He did not raise his voice. He did not raise his hand. (join with conjunction)
- 2) His role has been too great to be ignored. (change to negative)
- 3) He is the tallest boy in the class. (change to comparative degree)
- 4) He (run) for only 5 minutes, when he dropped out of the race. (past perfect continuous tense)
- 5) She was brought up _____ Dehradun and _____ Delhi. (insert preposition)
- 6) "We are waiting for our class teacher." said the students. (change into indirect speech)
- 7) That pen is smoother than this one. (change to positive degree)
- 8) The boy (not complete) his homework when his uncle arrived. (past perfect tense)
- 9) We rejoice to have won the match. (change to exclamatory)
- 10) There is no smoke without fire. (change to affirmative)
- 11) Why waste time in needless arguments ? (change to assertive)
- 12) The aircraft left Mumbai _____ time. (insert preposition)



b) Read the passage and answer the following questions :

Some people believe that they are masters of their own fate. Other people see themselves as pawns of fate, believing that what happens to them in their lives is due to luck or chance. The first type, those who believe that they control their destinies, have been labeled as internals, whereas the latter, who see their lives as being controlled by outside forces, have been called as externals.

Internals search more actively for information before making a decision, are more motivated to achieve, and make a greater attempt to control their environment. Externals however, are more compliant and willing to follow directions. Therefore, internals do well on sophisticated tasks which include most managerial and professional jobs that require complex information processing and learning. In addition, internals are more suited to jobs that require initiative and independence of action. Almost all successful sales people, for instance are internals. In contrast, externals do well on jobs that are well structured and routine and in which success depends heavily on complying with the directions of others.

Questions :

- 1) Who are called internals ?
- 2) Who are called externals ?
- 3) Which of the following is not correct ?
 - a) Internals have more confidence in their ability.
 - b) Internals are more enterprising
 - c) Internals go in for routine jobs.
 - d) Internals are more inquisitive.
- 4) Externals perceive themselves
 - a) as having little control over organizational outcome
 - b) as critical to the success of the organization
 - c) as those who can influence sales volumes
 - d) as those who search frantically for more information



5) Give the synonyms of the following :

2

- a) fate
- b) motivated
- c) pawns
- d) compliant

6) Give the antonyms of the following :

2

- a) sophisticated
- b) monotonous.

2. a) Choose **any one** of the imaginary conversations on the following subjects and write it using the direct speech :

10

Between a father and his son/daughter on thrift.

(Hint – The son/daughter has been wasting his/her allowance extravagantly and got into debt ; his/her father rebukes him/her, and warns him/her of the danger of extravagance, advises him/her how to spend economically and invest well for future.)

OR

Between a third year student and a first year student of engineering on benefits of time management.

(Hint – The junior student bunks lectures and has a pile of pending assignments and journals to complete. He/she prefers to study at the last minute and so is unable to either enjoy college life fully or secure good marks. The senior student suggests ways to strike a balance between studies and co-curricular activities.)

b) Choose the most appropriate from the four options and **rewrite** the sentence : 10

1) The manager's _____ include the use of Company's car and free education for the children.

- a) perquisites
- b) benefits
- c) pre-requisites
- d) advantages

2) There was a coating of _____ on the unwashed sink.

- a) slime
- b) slew
- c) slink
- d) sledge



- 3) The patient showed signs of _____ tooth decay.
a) incarnate b) incipient
c) inane d) prohibitive
- 4) He is very _____ for his age.
a) premature b) unmature
c) prematured d) immature
- 5) _____ will remember Lincoln as a truly great man.
a) Posterity b) Probity
c) Posterior d) Postdate
- 6) The victim made an _____ plea for mercy.
a) impassive b) impassable
c) impassioned d) imperial
- 7) To his _____ he was criticized by the Managing Director in front of all his junior colleagues.
a) mortification b) discredit
c) mollification d) devastation
- 8) The tourists were _____ by the view of the mountains'.
a) enraged b) enlightened
c) enraptured d) enriched
- 9) Large quantities of jute _____ from Bangladesh.
a) export b) is exported
c) exported d) are exported
- 10) _____, he would have been able to pass the exam.
a) If he studied more
b) If he were studying to a greater degree
c) Studying more
d) Had he studied more