

[Total No. of Questions : 8]

F.E. (Semester - I) (Revised in 2007-2008) Examination, Nov./Dec. - 2011

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

- Q1) a) Do as Directed :** **[12]**
- i) Vedas belong to ancient and rich tradition of Indian literature (Insert 'Articles where necessary').
 - ii) He has to get up at six every day. (Make it negative)
 - iii) The area was evacuated at once. (Insert Question Tag)
 - iv) 'I'm going away tomorrow, mother', he said. (Change to Indirect Speech)
 - v) She has a singing lesson every week (Change to interrogative using do/does/did).
 - vi) They rang the church bells as a flood warning (Change to passive voice).
 - vii) The actress played the role of an ageing duchess in the film (Rewrite changing the gender).
 - viii) Mansi has known him _____ a long time (Insert preposition).
 - ix) India is larger than any other democracy in the world (Change to 'Superlative Degree').
 - x) The arrow _____ the tiger (hit) (choose correct form of the verb provided in the bracket).
 - xi) I haven't seen you _____ Christmas (use either 'for' or 'since').
 - xii) I believe that Hitler was the _____ Dictator we have had. (Use the superlative of the adjective 'bad').

- b) Read the following passage and answer the following questions :**

India is a great country, an Indian can be proud of it has an ancient and rich heritage. The Hindu scripts-the upanishads, the Bhagvadgita, the Vedas and the great epics-the Mahabharata and the Ramayana-teach how a man should conduct himself in all situations, at all places and at all times. Indians are spread all over the world and viewed in the right perspective an Indian has all the traits of a perfect individual. But then he is not in the limelight internationally. Be it in academics, politics, statesmanship or sports-Globally his identity does not reverberate as that of the European, American, Japanese and Chinese.

Economist sharp on the lack of competitiveness among the Indian businessmen. There is no distinct "Indian Management" which could become a "benchmark" like that of American Management. Japanese Management. The Indian's deeds do not get highlighted. An Indian is definitely not inferior, but is not among the best. The main problem is that of the country's population, lack of education among the masses and wrong prioritisation in tackling the economic issues.

i) An Indian is proud of his country because it has [1]

- A) A very large population. B) Democratic form of government.
C) Highest literacy. D) Ancient and rich heritage.

ii) An Indian has good traits. But he is [1]

- A) A lover of freedom. B) Not well read.
C) Popular in international circles. D) Not known in international circles.

iii) Among Indian businessmen, there is no [1]

- A) Money. B) Competitiveness.
C) Cooperation. D) Positive thinking.

iv) An Indian is [1]

- A) Among the worst. B) Among the inferior.
C) Among the mediocre D) Among the best.

v) The main problem has been the country's [1]

- A) Games and sports and politics.
B) Health and hygiene and ancient heritage.
C) Population, lack of education and wrong priorities.
D) Economic planning, execution and competitiveness.

vi) Provide a suitable title for the passage. [1]

vii) Summarize the passage as briefly as possible. [2]

Q2) a) Choose the appropriate synonym from the alternatives given below : [5]

i) Exorbitant

- A) Emotional. B) Genuine.
C) Unpleasant. D) Excessive.

ii) Bilious

- A) Stubborn. B) Whitened.
C) Irritable. D) Harassing.

iii) Supercilious

- A) Confused. B) Generous.
C) Reprisal. D) Contemptuous.

- iv) Insomnia
 A) Lethargy. B) Sleeplessness.
 C) Drunkenness. D) Unconsciousness.
- v) Fad
 A) Charity. B) Weakness.
 C) Fashion. D) Folly.



b) Choose the appropriate ANTONYM from the alternatives provided.

[5]

- i) Cease
 A) Bend. B) Mount.
 C) Start. D) Slacken.

- ii) Impede
 A) Advance. B) Scold.
 C) Thwart. D) Retard.

- iii) Dormant
 A) Eternal. B) Reserved.
 C) Active. D) Latent.

- iv) Quixotic
 A) Practical. B) Romantic.
 C) Fantastic. D) Imaginary.

- v) Infer
 A) Attack. B) Confine.
 C) Conceive. D) Deduce.

c) Provide the meaning of the following phrases/Idioms and use the Idioms/phrases in sentences of your own : [5]

- i) See eye to eye. ii) To get into hot water.
 iii) To fight tooth and nail. iv) Spill the beans.
 v) Man of straw.

d) In each of the following questions, out of the four alternatives choose the one which can be substituted for the given word/sentence. [5]

- i) Fear of being enclosed in a small space.
 A) Somnambulism. B) Claustrophobia.
 C) Ochlophobia. D) Kleptomania.

- ii) When two people fight out their quarrel.
 A) Scuffle. B) Duel.
 C) Encounter. D) Skirmish.

- iii) A person living permanently in a certain place.
 A) Nature. B) Resident.
 C) Domicile. D) Subject.

- iv) A small, named group of fixed stars.
- A) Galaxy. B) Cluster.
C) Constellation. D) Conquegation.
- v) A person who believes that God is everything and everything is God.
- A) Agnostic. B) Theist.
C) Pantheist. D) Pantehnicon.

MODULE - II

- Q3) a) Read the following extract given below. Draft a precis of about one third of the original length and provide a suitable title. [10]

One usually tends to judge the quality of a book by its cover. Sometimes a good preface or a reviewer's short report at the back may influence a buyer. But, what really matters is the inside contents of a book. So it is with any product and more so if it is a consumer item. The manufacturers spend a lot of money and time in designing the outer look of a product, such as powder tin, a toothpaste tube, cooking oil and so on to make a buyer fall in love at first sight. The way a consumer product has been packed, the uniqueness of its shape, the choice of its colours, all have a remarkable influence on the consumer. In fact, spending lakhs of rupees on advertisements would fail to make the necessary impact if the product is not attractively packaged. Even for the products that have become popular and enjoy a stable and sustained market, their manufacturers will periodically go in for a new look from time to time. When you walk into a shop and if you see an attractively packed item, looking colourful and glossy with all the essential details about the item shown on the packet, won't you feel tempted to buy it? Now for the other side of the picture, if the manufacturer had shown no interest in the mode of packaging used for his products, the product would surely fail to impress and he would have to bite the dust even if he had spent a fortune for advertisement purposes through several media. But if his product is good, he will pick up sales in course of time. In the long run, such a manufacturer will not be a loser the outer look may backfire if the contents inside are of low quality or rotter. Consumers have become wise and alert. A manufacturer cannot sell any longer bad products with attractive covers. All the advertisements would prove wasteful if the product itself is unacceptable to a consumer. Same way a person who is charmed by the attractive presentation will not buy the product a second time if the quality is substandard.

- b) Write a technical description of a computer. [10]

- Q4) a) Draft a report on the 'Independence day celebration', in your college. The chief guest for the occasion was Mr. Rahul Kantak, eminent scientist from Delhi. [12]

b) Describe any two of the following :

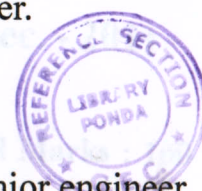
[8]

i) Worm and worm wheel.

ii) Redwood viscometer.

iii) Mobile phone.

iv) Magnetic circuit.



MODULE - III

Q5) a) Draft an application letter with curriculum vitae for the post of a junior engineer. Interested candidates should apply with full details to Raj Kundra consultancy services Pvt. Ltd, Gurgao Mumbai. Candidates are expected to have a good academic record as well as good communication skills. [12]

b) Draft a 'notice' with 'agenda' for the first meeting of the students council. You are the General Secretary of the council. [8]

Q6) a) Draft an application letter to the principal of your college asking permission for 'leave of absence'. [8]

b) As a purchase officer for caculs super stores, Panjim Goa, you had ordered 15 mixer-grinders and 02 refrigerators from Darshana Traders Margoo Goa. When the consignment arrives you find that the items are in damaged condition. [12]

- Write a claim letter demanding a suitable replacement.

- Draft a suitable reply suggesting any one method of adjustment.

MODULE - IV

Q7) a) Write your arguments 'either for or against' to justify any one of the following statements. [10]

i) Man has become a slave of machines.

OR

ii) In today's society one cannot survive without corruption.

b) Elaborate on the physical as well as psychological barriers to communication. [10]

Q8) a) Write short notes on any two of the following : [12]

i) Qualities of a good Interviewer.

ii) Importance of effective communication skills in the business world.

iii) Non-verbal communication.

b) Explain the two-way communication process in detail with the help of an appropriate diagram. [8]

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