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**F.E. Semester- I (Revised Course 2007-08)**  
**EXAMINATION Aug/Sept 2019**  
**Communication Skills**

**[Duration : Three Hours]**

**[Max. Marks : 100]**

**Instructions:**

1. Attempt any five questions in all.
2. It is compulsory to answer at least one question in 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:**

**12**

1. He did not raise his voice. He did not raise his hand. (use a conjunction)
2. Her work has been too great to be ignored. (change to negative)
3. She is the best dancer in her class. (change to comparative degree)
4. He (run) for only 10 minutes, when he dropped out of the race. (past perfect continuous tense)
5. She was brought up \_\_\_\_\_ Dehradun \_\_\_\_\_ Delhi (use prepositions)
6. 'We are waiting for Ramaya.' said Ashok and Sita. (change to indirect speech)
7. The dress is longer than that one. (change to positive degree)
8. He (not complete) his homework when his father came home. (past perfect tense)
9. We are happy that we won the match.(change to exclamatory)
10. There is no smoke without fire. (change to affirmative)
11. Why waste so much food? (change to assertive)
12. She sat \_\_\_\_\_ the fire and sang me that song. (use preposition)

**B. Read the poem and answer the following questions:**

**8**

**The Road Not Taken – Robert Frost**

Two roads diverged in a yellow wood,  
And sorry I could not travel both  
And be one traveler, long I stood  
And looked down one as far as I could  
To where it bent in the undergrowth;

Then took the other, as just as fair,  
And having perhaps the better claim  
Because it was grassy and wanted wear,  
Though as for that the passing there  
Had worn them really about the same,

And both that morning equally lay  
In leaves no step had trodden black.  
Oh, I kept the first for another day!





Yet knowing how way leads on to way  
I doubted if I should ever come back.

I shall be telling this with a sigh  
Somewhere ages and ages hence:  
Two roads diverged in a wood, and I,  
I took the one less traveled by,  
And that has made all the difference.

1. What is the meaning of the poem? (2)
  2. What do you mean by phrase 'I took the one less traveled by, And that has made all the difference?' (2)
  3. What does the title signify? (2)
  4. How can you compare this poem to the act of making choices in life? (2)
2. A. Write an imaginary conversation between a Teacher and a Student. The Teacher is inspiring the Student to do better in his exams. Use Direct Speech for the same. 10
- B. Choose the most appropriate from the four options and rewrite the sentence: 10
1. Although Kate's report on her scientific findings was lengthy, the presentation she held was rather \_\_\_\_\_.  
a. brief    b. thorough    c. mundane    d. straightforward
  2. The new building was expansive; its \_\_\_\_\_ foundation allowed for wider hallways than its predecessor.  
a. shallow    b. small    c. firm    d. broad
  3. When the headlights shone on the raccoon that was foraging in the trash, the alarmed critter \_\_\_\_\_ away.  
a. harried    b. scurried    c. sauntered    d. dawdled
  4. I cannot \_\_\_\_\_ the price of a ticket, so I cannot see the movie.  
a. buy    b. save    c. afford    d. donate
  5. Ludwig van Beethoven was a musical \_\_\_\_\_, playing his first professional concert at only seven years old.  
a. prodigy    b. hack    c. phenomenon    d. fluke
  6. Known for her patience and kindness, Nurse Steele is one of the most \_\_\_\_\_ employees in the entire hospital.  
a. benign    b. genial    c. irritable    d. contrary
  7. Small cars are \_\_\_\_\_ for large families; they don't have enough seating or space to be useful.  
a. impractical    b. affordable    c. successful    d. profitable



8. People always say that I look just like my mother, but I think I \_\_\_\_\_ my father.  
a. duplicate      b. imitate      c. resemble      d. assemble
9. Ash tried to move the large rock that was blocking the road, but it wouldn't \_\_\_\_\_.  
a. budge      b. rotate      c. dodge      d. evade
10. My younger brother constantly misbehaves and is always causing \_\_\_\_\_.  
a. violence      b. mischief      c. generosity      d. misery

### MODULE - II

3. A. Write a précis of the passage given below of about one-third of the original length. Give a suitable title. (10)  
Teaching is the noblest of professions. A teacher has a sacred duty to perform. It is he on whom rests the responsibility of moulding the character of young children. Apart from developing their intellect, he can inculcate in them qualities of good citizenship, remaining neat and clean, talking decently and sitting properly. These virtues are not easy to be imbibed. Only he who himself leads a life of simplicity, purity and rigid discipline can successfully cultivate these habits in his pupils. Besides a teacher always remain young. He may grow old in age, but not in spite. Perpetual contact with budding youths keeps him happy and cheerful. There are moments when domestic worries weigh heavily on his mind, but the delightful company of innocent children makes him overcome his transient moods of despair.
- B. Write a description of a mobile phone. (10)
4. A. Write a report on World Environment Day that was recently celebrated in your college. (12)
- B. Describe any two of the following: (8)  
a. Coils      b. Redwood Viscometer      c. Worm and worm wheel      d. Prism

### MODULE – III

5. A. Write a Cover Letter and attach your Curriculum Vitae for a job posting as Junior Engineer at DigiMarketing Pvt. Ltd. (12)
- B. Write a Notice, Agenda and Minutes of a meeting of the Models Millenium Housing Society. (8)
6. A. You have ordered tables for your restaurant but they have arrived in a damaged condition. Write a claim letter demanding replacements of the tables as well as an adjustment letter. (12)
- B. Write a letter to the Head of your Institution asking for a Duplicate Marksheet. (8)



**MODULE – IV**

7.      A. Define communication. Draw the diagram of communication and explain.      **(10)**  
       B. What are the points to keep in mind in order to make an effective presentation?      **(10)**
8.      A. How can one succeed in a group discussion?      **(10)**  
       B. How can one become an effective listener?      **(10)**