

F.E. (Semester - I) Examination, November/December 2007

COMMUNICATION SKILLS

(Revised Course)

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:

12

1) They (not complete) the bridge until I left the place. (past perfect tense).

2) He is rich. He is not happy. (join with conjunction)

3) Very few animals are as useful as the cow. (change to superlative degree)

4) It is sad to think that youth should pass away. (change into exclamatory)

5) It is extremely foolish to waste time in reading trash. (change into interrogative)

6) Sears tower is the tallest building in the world. (change to positive degree)

7) God will not forget the cry of the humble. (change into Affirmative)

8) While I was _____ Delhi, he was _____ Mumbai. (insert prepositions)

9) The tiger is the most ferocious of all animals. (change to comparative degree)

10) This coffee has a better flavour than any other coffee in the market. (change to superlative degree)

11) It is very stupid of me to forget your name. (change to exclamatory)

12) The girl has been missing _____ yesterday. (insert preposition)

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

Health is the state of complete physical, mental and social well being and not merely the absence of disease or infirmity. Human body is a very complicated system consisting of millions of cells organized uniquely and functioning dynamically together. Many a time, one wonders and fails to understand the complete system of this unique gift of God. Have you ever thought about what will happen if a disease impairs the proper functioning of the body or one of its parts ?

Drug abuse is a deadly disease, which may wipe out generations, if not cured and carefully handled today ! Right now! Drug abuse affects our nervous system-the brain, the spinal cord and nerves which bring information to various sense organs. The information is processed by brain and the messages are carried back to muscles and glands throughout the body. When a person falls prey to the drugs, he damages himself physically, mentally and financially. Drugs create blocks-hindrances in the normal human system and its after-effects are scary that one can't even imagine !

The act of drug abuse may be mainly attributed to the lack of attention by parents, wrong company of youngsters, false sense of adulthood, and absence of moral and ethical values in life and moral degradation of society. Today, we have to accept that there is a need for morality and virtuous conduct at least for social stability. The norm of conduct becomes necessary for the welfare of the group. We must aim for it and strive to achieve it. The increasing number of young men and women who are affected by the drug abuse has posed a terrible threat to the whole world. Both the government and the public have become aware of the serious consequences of such a deadly disease.

Questions:

- 1) What danger does drug abuse pose to future generations ?
- 2) How do drugs harm our nervous system ?
- 3) State some reasons why youngsters get addicted to drugs ?
- 4) Pick words from the passage which mean the same as under :
 - a) all people of about the same age
 - b) morally good or correct.

5) Give the synonyms of the following:

1

a) Impairs

b) Prey.

6) Give the antonyms of the following words:

1

a) Abuse

b) Hinder.

2. a) Change the following instructions into Passive Voice. Do not modify the titles.

10

Building a Bookcase :

Our pine bookcase features a simple design. We made the case out of the materials available at most lumberyards. The following instructions will produce a 4-shelf bookcase.

Cutting the parts :

1) Make a simple, self aligning T-guide for the circular saw.

2) Butt the crossbar of the T-guide.

Assembly :

1) Hook the tape measure to the top edge.

2) Extend the tap and place marks at the following locations.

Adding the Fascia :

1) Mark the stock for crosscutting to fit the 1×2 fascia over the case front edges.

2) Make the vertical pieces 48" long to match the sides.

Adding the Finishing Touch :

1) While painting the bookcase, first apply two coats of shellac over each knot.

2) Then prime and paint the bookcase according to the manufacturer's instructions.

- b) In the following sentences certain parts are marked as A, B, C and D. One of these underlined parts may contain an error. Identify the part with an error. If there is no error, the answer will be E, i.e. no error.

- 1) I like reading more than to play games. No error
A B C D E
- 2) The whole block of flats including two shops were destroyed in fire No error
A B C D E
- 3) His assistants have and are still doing excellent work for the organization.
A B C D
No error
E
- 4) Rather than go with Amit, he decided to stay at home No error
A B C D E
- 5) Long life is good if one be happy and has friends. No error
A B C D E
- 6) He is the wisest man that ever lived. No error
A B C D E
- 7) This was one of the reason why the industry flourished in such rich countries
A B C
as Japan and Britain. No error
D E
- 8) The teacher asked the students if everyone of them were ready to take the
A B C
practical exam. No error
D E

9) On second thoughts the employee has withdraw his resignation from his

A B C
job a week ago No error

D E

10) He ran so fastly that he reached the destination in just 2 minutes. No error

A B C D E

MODULE - II

3. a) Write a precis of the passage given below of about one third of the original length. Give a suitable title.

10

Insects make up three quarters of all the animals on the earth. More than 900,000 kinds of insects are known to man and 7000 more are newly discovered each year. Why are insects so plentiful ? There are several reasons. Firstly, they are able to live and survive on any part of the world and even in extreme atmospheres such as the coldest Polar Regions, the hottest deserts and the middle of turbulent oceans. Most insects are small and require very little space and food. One crumb of bread can provide food for hundreds of ants. Most insects feed on plants and some on blood. But their requirements are few.

Insects can be of three types as far as human beings are concerned. They can be harmful, harmless and useful. Luckily there are only a few hundred species that are harmful to man. Perhaps the greatest harm is done by crop eating insects that destroy millions of tons of grains, vegetables and fruits every year. Disease causing pests are another source of harm to man. Many insects are helpful to man. Some insects like wasps, moths and butterflies are important pollen carriers. Some like bees collect honey and wax which is useful for man. Some insects help transform milk into curds. (210 words)

b) Write a description of a mobile phone.

10

4. a) As a part of the Social Service Programme in your college, a few students were chosen to spend a week in a residential school for the handicapped. You are one of them. Write a report about your experience and the purpose of the programme. Address the report to the college principal. You are Milind/Meena Vaze. 12
- b) Describe **any two** of the following : 8
- i) Coils
 - ii) Redwood Viscometer
 - iii) Worm and Worm wheel
 - iv) Prism.

MODULE – III

5. a) Write an application and suitable curriculum vitae for the post of a Junior engineer at Sagar Petroleum Company Limited, Vasco, Goa. Your name is Subhash/Sudha Naik, residing at Militia Apartments, Verem Housing Complex, Verem, Goa. 12
- b) Prepare the notice and agenda for a meeting of the management committee of Borkars Supermarket. Include the following items : 8
- Organization of a shopping week
 - Report of finance committee
 - Minutes of the last meeting
 - Proposal for buying delivery vans
 - Complaints regarding the quality of certain products.
 - Any other business
6. a) As the purchase officer for Kamal handicrafts, Panjim, Goa, you had ordered 18 dozen bed sheets after examining the samples sent by the wholesaler. When the consignment arrives you find that the sheets do not conform in texture and in shades to the samples. 12
- Write a claim letter demanding a suitable replacement.
 - Draft a suitable reply suggesting any one method of adjustment.

b) Write two different applications to the head of your institution requesting for any two of the following documents :

8

- Bonafide certificate
- Duplicate marksheet
- Change in name as printed on the marksheet
- Provisional marksheet

MODULE - IV

7. a) Explain any five principles of Effective communication.

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b) List the points that should be borne in mind while using visual aids in an oral presentation.

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8. a) i) Explain any two principles of Effective listening.

6

ii) State any six points that a candidate should keep in mind when attending an interview.

6

b) Draft an outline for a seminar on **any one** topic :

8

- Challenges facing young engineers.
- Space, the final frontier.