



SEM 1 – 6

F.E. (Semester – I) (Revised Course) Examination, Nov./Dec. 2013
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) The poor woman had seen happier days.
(Point out the adjective and name degree of comparison)
- 2) I would be grateful if you _____ my son get a job. (help)
(Use the appropriate form of the verb given in the bracket)
- 3) Send us your contribution.
(Change to passive voice)
- 4) Sanjay should smoke less. Then he will get rid of his cough.
(Rewrite the sentence using an 'If' construction)
- 5) I shall always remember your goodness.
(Make negative)
- 6) Your are happy.
(Add a question tag)
- 7) As he was late, so he was marked absent.
(Rewrite the sentence correctly)

P.T.O.



8) Manali is the coolest hill station.

(Change to positive degree)

9) No one can be so hard hearted.

(Make interrogative)

10) She is not well.

(Make affirmative)

11) Manasi is _____ and _____.

(Fill the blanks with Qualifying adjectives)

12) The two pals went _____ the theatre together.

(Insert a suitable preposition)

b) Read the following passage and answer the questions given below :

Life is a journey and even as one negotiates the ups and downs of life, he searches for meaning in life. Life is an attempt to answer the question, 'Who am I' ? Sometime the feats of great men may propel us to act and behave like them for a moment. But the question that would haunt us then would be – Is this what we aspire to become ? Somebody else ?

What do we feel like most of the time ? An individual is given to playing so many roles in life – daughter, teacher, friend to someone, writer, counsellor or a colleague most sought after in an office. For the most part of our lives, if not all, we are governed by our jobs. We spend maximum hours at our work place. But it would be mean on our part to define our identity depending on our work place. Man, probably, is much more than that.

If we would like to be somebody else for a day, it only means we are not comfortable in our own skin. Secondly, we have not accepted ourselves the way we are. Such an attitude stems from lack of self-confidence and bankruptcy of the earnestness of our own conviction. All of us have our own signature style and we should be happy to be ourselves. It is easy to accept our own accomplishment and shortcomings rather than try being somebody else for a day !



- 1) Mention the roles played by an individual in society. 1
 - 2) Mention the one single question that would haunt us in life. 1
 - 3) Provide a suitable title to the passage. 1
 - 4) Why should we not aspire to be someone else even for a moment ? 2
 - 5) Define the term 'Identity' in your own words based on the reading of the passage. 2
 - 6) Provide for two synonyms of the word, 'shortcomings'. 1
2. a) What Philosophy is expressed by the statements given below ?
Choose from
the options given in the bracket. 5
(Ascetic, Agnostic, Egoistic, Altruist, Conservative)
- i) "I am interested in promoting the welfare of others and reaching out to society". : _____
 - ii) "Let things be as they are. There is no need to go in for namesake changes". : _____
 - iii) "I believe in a simple, austere life and will not hanker after the pleasures of the world". : _____
 - iv) "I am an expert, at practically, everything I take up". : _____
 - v) "It does not bother me to know whether God exists or not". : _____
- b) Choose the appropriate synonym from the alternatives given below : 5
- 1) OPEN
 - a) Confused
 - b) Frank
 - c) Loose
 - d) Upright
 - 2) CONCISE
 - a) Fault
 - b) Silence
 - c) Precise
 - d) Eulogize
 - 3) ECSTASY
 - a) Exhausted
 - b) Joy
 - c) Strong
 - d) Greed



4) FAKE

- a) Original
- c) Trustworthy

- b) Loyal
- d) Imitation

5) INSOMNIA

- a) Lethargy
- c) Drunkenness

- b) Sleeplessness
- d) Unconsciousness

c) Choose the appropriate antonym from the alternatives provided :

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1) UNRULY

- a) Curious
- c) Intelligence

- b) Obedient
- d) Indifference

2) NOMINAL

- a) Real
- c) Clear

- b) Solid
- d) Huge

3) IMPEDE

- a) Thwart
- c) Advance

- b) Scold
- d) Retard

4) FIASCO

- a) Failure
- c) Mansion

- b) Success
- d) Pollution

5) CANDID

- a) Frank
- c) Taciturn

- b) Irritated
- d) Silent

d) Provide the meaning of the following phrases / idioms and use them in sentences of **your own** :

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- i) To pour one's heart and soul
- ii) To be sent for
- iii) A feather in the cap
- iv) To turn a deaf ear
- v) To get into hot water

MODULE – II

3. a) Read the following passage and draft a precis **one third** of the original length and provide a suitable title :

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There are grave defects in our present educational system and so long as these defects are not removed, the results of the system are bound to be unsatisfactory. The first defect is the fearful amount of cramming that prevails right from the primary to the University degree examination. Right from start to finish, it is one continuous ceaseless act of cramming. When the students get their convocation degree certificates, they do not want to study any further. They have probably developed a fatal aversion to studies of every kind. This is a great evil and is also steadily on the rise.

From the first Vernacular standard to any degree examination, the course extends over a period of fifteen years where the primary course takes four years, the high school course seven years and the college course extends over four years more. An average student may take about eighteen years to finish the complete course. By then, what can best be achieved is the stunted growth of the student making him at best an intellectual dwarf. Think of its dull, mechanical monotony ! The same textbook, outdated bulky syllabus and the same methods of teaching ! We need to make learning purposeful and one full of delight and not a necessary burden. May a million student minds beyond the classroom and lets not prevent them from straying beyond the appointed textbook.

- b) Draft the minutes of the meeting of the Greenwood Co-operative Housing Society. The following points were discussed at the meeting :

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- i) The need for a park and swimming pool
- ii) Arrangement for garbage disposal
- iii) Appointing a Security Guard
- iv) Collecting fees from members
- v) Other business with the permission of the Chair.



4. a) Describe **any two** of the following :

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- i) Coil
- ii) Mobile phone
- iii) Redwood viscometer
- iv) A Camera

b) Select any one object from your surrounding and write a technical description.

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MODULE – III

5. a) You are an engineering graduate with a Master's degree in Electronics and Telecommunication. You are M. Gopinath and wish to apply as an Assistant Professor to R.P.K. College of Engineering, Fatorda, Margao Goa. Draft an application letter with curriculum vitae for the above mentioned post. A good academic record and excellent communication skills a must. (5+7)

b) Draft a memo for circulation to all the employees of your organization announcing a change in the working hours providing reasons for the change.

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6. a) As a Purchase Manager of Satya Computers, you have ordered for two dozen personal computers from S.R.K. Computers Limited, M.G.Road, Bangalore. When the consignment arrived, some of the pieces were in damaged condition.

i) Write a complaint letter to the Sales Manager of the company asking for replacement.

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ii) As the Sales Manager of S.R.K. Computers Limited, draft a suitable reply.

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b) Draft a report on 'World Environment Day' celebrated in your college and state how you went about celebrating the same.

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MODULE – IV

7. a) State and explain the psychological and physical barriers to communication. 10
- b) Define the term 'Communication'. Describe the two way communication process with the help of a suitable diagram. 10
8. a) Write short notes on **any two** of the following : (6+6)
- i) Effective listening
 - ii) Any three types of interview
 - iii) Preparing an attractive resume.
- b) Write your arguments either 'For' or 'Against' the following statements. (any one) : 8
- i) Grapevine Gossip is a must in any organization.
 - ii) A State Government imposes a ban on bicycles.