

F.E. (Semester – I) (Revised in 2007-2008) Examination, Nov./Dec. 2012
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 :

- 1) The poor woman had seen happier days. (Point out the adjectives and name the degree of comparison)
- 2) _____ grain they had was damaged by sea water. (Insert 'a little' or 'the little' whichever is suitable)
- 3) Get pound of sugar from nearest grocer. (Insert Articles where necessary)
- 4) He is known to my brother and _____. (I, Me) (Insert the correct form of pronoun provided in the bracket)
- 5) Boys over eighteen are debarred _____ competing. (Insert preposition)
- 6) Ganpat hasn't passed the Exam. (Insert question tags)
- 7) No one can be so hard hearted. (Make Interrogative)
- 8) I shall always remember your goodness (Make Negative)
- 9) They laughed at his warnings and objected to all the proposals. (Change the Voice)
- 10) "Do you really come from China"? Said the prince. (Turn the above sentence into Indirect speech)
- 11) His ambition was inordinate ; _____ he was jealous of every man of ability. (Fill in the blanks with appropriate conjunctions)
- 12) Mount Everest is the highest peak of the Himalayas. (Change the Degree of comparison without changing the statement to the comparative degree)

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- b) Read the following passage and answer the following questions : 8

When we are suddenly confronted with any terrible danger, the change of nature we undergo is equally great. In some cases fear paralyses us. Like animals, we stand still, powerless to move a step in flight or to lift a hand in defence of our lives, and sometimes we are seized with panic, and again, act more like the inferior animals than rational beings. On the other hand, frequently in case of sudden extreme peril, which cannot be escaped by flight, and must be instantly faced, even the most timid men at once as if by miracle, become possessed of the necessary courage, sharp quick apprehension and swift decision. This is a miracle very common in nature. Man and the inferior animals alike, when confronted with almost certain death 'gather resolution from despair' but there can really be no trace of so debilitating a feeling in the person fighting, or prepared to fight for dear life. At such times the mind is clearer than it has ever been ; the nerves are steel, there is nothing felt but a wonderful strength and daring. Looking back at certain perilous moments in my own life, I remember them with a kind of joy, not that there was any joyful excitement then; but because they brought me a new experience – a new nature, as it were and lifted me for a time above myself.

1) Provide an appropriate title for the passage.

2) The author names three different ways in which a man may react to sudden danger. What are they ?

3) The distinction between 'inferior animals' and 'rational being' is that

- The former are incapable of fighting
- The latter are clever.
- The latter are stronger.
- The latter are capable of reasoning things out whereas the former cannot do so.

- 4) Explain the phrase 'gather resolution from danger' ... 1
- Find hope and courage.
 - A state of utter helplessness steels one to fight out the danger.
 - Not to lose hope, but fight.
 - Find courage to face danger.
- 5) The author feels happy in the recollection of dangers faced and overcome because ... 1
- They brought him a new experience.
 - They brought him a new experience and lifted him above himself for a time.
 - He survived his ordeal.
 - He was lucky to be alive.
- 6) Summarize the passage in your own words in about five to six lines. 2
2. a) What philosophy is expressed by each of the statements below ? Choose from the options provided.
(Agnostic, Conservative, Altruist, Fatalist, Egoistic). 5
- "I'm interested in the welfare of the other fellow, not in my own".
(A) _____
 - "Let's keep things just as they are. We're getting along all right, so why fool around with any dangerous half-baked, new-fangled theories?"
(B) _____
 - "You can't change the future. It's all planned and written down".
(C) _____
 - "May be there is a God. May be there isn't. I don't know, and I don't believe anybody else does or ever will." (D) _____
 - "Let the other fellow take care of himself. My interest comes first, last and always." (E) _____



b) Choose the appropriate Synonym from the alternatives given below.

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1) AUGUST

- a) Common
- b) Ridiculous
- c) Dignified
- d) Petty

2) FRUGALITY

- a) Foolishness
- b) Extremely
- c) Enthusiasm
- d) Economy

3) ALERT

- a) Careful
- b) Clever
- c) Thoughtful
- d) Watchful

4) INSOMNIA

- a) Lethargy
- b) Generous
- c) Sleeplessness
- d) Drunkenness

5) FAKE

- a) Original
- b) Imitation
- c) Trustworthy
- d) Loyal

c) Directions : In each of the following questions, choose the word **opposite** in meaning to the given word.

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1) DEMON

- a) Charitable
- b) Kind-hearted
- c) Angel
- d) Fair-minded

2) LACONIC

- a) Prolix
- b) Profligate
- c) Prolific
- d) Bucolic

3) NAIVE

- a) Cunning
- b) Wealthy
- c) Sophisticated
- d) Complicated

4) SMOOTH

- a) Ugly
- b) Awkward
- c) Hard
- d) Rough

5) DELETE

- a) Impound
- b) Insert
- c) Inspire
- d) Injure

- d) Provide the meaning of the following Phrases/Idioms and use the Idioms/Phrases in sentences of your own. 5
- 1) To Turn over a new leaf
 - 2) To spill the beans
 - 3) French leave
 - 4) To get into hot water
 - 5) Kick the bucket.

MODULE – II

3. a) Read the following passage gives below. Draft precis of about one third of the original length and provide a suitable title. 10

Washing machines have been a boon to the modern household. They are one of the inventions which have made our lives easier. Ads on TV showing mothers washing clothes dirtied by their little children are a dime-a dozen, in different versions. Especially when there are a lot of clothes to wash, no one appreciates these plastic contraptions better than your mother. Modern washing machines have drying facilities which dry clothes to quiet an extent inside the machines themselves. These are quite handy specially during the rainy season when there is little sunlight to do the needful. Washing machines can be top-loading or front-loading. All washing machines require to be filled up with water, and they work by using mechanical energy, thermal energy and chemical action. Mechanical energy is imparted to the clothes load by the rotation of the agitator in top loaders, or by the tumbling action of the drum in front loaders. Thermal energy is supplied by the temperature of the wash bath, which is heated by connecting the machine to a power source. Chemical action, of course, is the result of the soaps and detergents which have to be put inside, which is modern automatic machines are automatically transferred to the washing section. Earlier, people got dirt out the their clothes by pounding them on rocks and washing the dirt away in streams. Soap was supposed to have been discovered at Rome's Sapo Hill where ashes containing the fat of sacrificial animals was found to have good cleaning powers. The



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earliest washing ‘machine’ – the scrub board – was invented in 1797. In 1874 William Blackstone of the US built a birthday present for his wife : a machine which washed away dirt from clothes. Gradually a wringer was added to the washer, metal tubs replaced wooden ones, and electric motor power was used for the first time in 1906. Introduction of the top-loading automatic washer in 1947 was another milestone. In 2008, the University of Heeds created a washing machine that uses only a cup of water to carry out a full wash, which has the potential to save billions of litres of water each year.

- b) Attempt a technical description of the working of any two household appliances. 10

4. a) Draft the minutes of the meeting of ; Kalasong Cultural Club, Borim, Ponda, Goa. The meeting was held on 10th December 2012 at 3.30 p.m. at ‘Gaspar Hall’ Ponda Goa. 12

The Agenda is as follows :

- 1) Reading and conforming the minutes of the previous meeting.
- 2) Welcome address by the President.
- 3) Organizing ‘Ghumat-Anti’ competition.
- 4) Organizing a folk-dance competition in February.
- 5) Picnic for the club members and their immediate family.
- 6) Chalking out a plan to generate funds.
- 7) Any other business with permission of the chair.
- 8) Vote of Thanks by the Secretary.

- b) Describe **any two** of the following (4+4=8)

1) Torch

2) Redwood viscometer

3) Computer

4) Battery.

MODULE – III

(0+8) (Semester – I) (Revised in 2007-2008) Examination, Nov./Dec. 2012

5. a) Draft an ‘application letter; with curriculum vitae for the post of an Engineer.

Directive: Interested candidates should apply with full details to ‘Umang Softwares Private Limited’, Verna Goa.

Candidates are expected to have a good academic record, should be confident and possess effective communication skills.

(5+7=12)

- b) Draft a ‘Notice’ with the ‘Agenda’ attached for the third meeting of the Student’s council of your institution. You are the General Secretary of the Students Council Mr. Satish Parab from the first year, department of Information Technology.

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6. a) i) You are Mrs. Tara Kerkar, a successful entrepreneur, you have been invited as the Chief Guest at M.N.K. College of engineering to celebrate Gandhi Jayanti in the college. (Assume suitable data and draft a suitable speech.

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- b) ii) Write a letter to the head of your institution requesting him to issue **any one** of the following (use the Block letter format).
 1) Bonafide Certificate
 2) Character certificate
 3) Issue of Original Marks Sheet.

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MODULE – IV

7. a) Elaborate on the various types of interviews.

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- b) Explain the physical and psychological barriers to communication. How does a good businessman overcome these barriers ?

10



8. a) Write short notes on **any two** of the following : (6+6)

- 1) How a candidate prepares for an interview ?
- 2) Encoding decoding and feedback.
- 3) Explain any two obstacles to good listening.
- 4) Characteristics of Human Communication.

b) Your teacher Ms. Sunanda Das has assigned you the topics provided below.

Prepare an outline the minimum 6 slides for your Power-Point Presentation in class. (Choose **any one** topic). 8

1) Diet and Nutrition

2) The Working of a Magnetic Circuit

3) Soft skills

4) Hover-craft.

5) Organizing Glimat Anti-Pollution

6) Organizing a folk dance competition in February

7) Picnic for the club members and their immediate family

8) Chalking out a plan to generate funds.

9) Any other business with permission of the chair.

10) Vote of Thanks by the Secretary.

b) Describe any two of the following

1) Torch

2) Redwood viscometer

3) Computer

4) Battery