



**F.E. (Semester – I) (Revised in 2007 – 08) Examination,
November/December 2015
COMMUNICATION SKILLS**

Duration : 3 Hours

Total Marks : 100

- Instructions :**
- 1) Attempt **any five questions in all.**
 - 2) It is **compulsory** to answer atleast **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) Radha attended the party.
(Add a question tag)
- 2) He returned after — hour
(Insert a proper article)
- 3) Saurabh is one of the best bowlers in the team.
(Change to positive and comparative degree)
- 4) Sodium is _____ (much) reactive than gold.
(Fill the blank with a suitable comparative adjective)
- 5) Is the flight _____ time ?
(Insert a suitable preposition)
- 6) Man is the only animal who can talk.
(Correct the sentence)
- 7) He told us the story in a nutshell
(Explain the underlined idiom)



8) By eighteen years of age, Raj had taken the degree.

(Change the voice)

9) The damp sea air is not suitable for my mother.

(Change to affirmative sentence)

10) If the speaker and listener belong to different cultures, _____

(Complete the conditional sentence).

11) A hundred kilometers _____ a good distance. (Is/are)

(Select from the above alternative and rewrite the sentence)

b) Read the comprehension and answer questions given below :

Work expands so as to fill the time available for its completion. The general recognition of this fact is shown in the proverbial phrase, 'It is the busiest man who has time to spare'. Thus, an elderly lady at leisure can spend the entire day writing a postcard to her niece. An hour will be spent in finding the postcard, another hunting for spectacles, half an hour to search for the address, an hour and a quarter in composition and twenty minutes in deciding whether or not to take an umbrella when going to the pillar box in the street. The total effort that would occupy a busy man for three minutes, all told, may in this fashion leave another person completely exhausted after a day of doubt, anxiety and toil.

1) What happens when the time to be spent on some work increases ?

2

- a) The work is done smoothly
- b) The work is done leisurely
- c) The work consumes all the time
- d) The work needs additional time



- 2) Explain the sentence : 'Work expands so as to fill the time available for its completion'. 2
- a) The more work there is to be done, the more the time needed
 - b) Whatever time is available for a given amount of work, all of it will be used
 - c) If you have more time, you can do more work
 - d) If you have some important work to do, you should always have some additional time
- 3) Who is the person likely to take more time to do work ? 1
- a) A busy man
 - b) A man of leisure
 - c) An elderly person
 - d) An exhausted person
- 4) What is the total time spent by the elderly lady in writing a postcard ? 1
- a) Three minutes
 - b) Four hours and five minutes
 - c) Half an hour
 - d) A full day
- 5) What does the expression 'pillar box' stand for ? 1
- a) A box attached to the pillar
 - b) A box in the pillar
 - c) Box office
 - d) A Pillar-type post box
- 6) Give a suitable title to the passage. 1
2. a) Supply a prefix in a manner such that it becomes the synonym of the word alongside : 5
- i) Dejected —— cast
 - ii) Hidden —— ceal
 - iii) Kind —— nign
 - iv) Praise —— mium
 - v) Allege —— ert



b) Use the following in sentences of your own to bring out the difference in meaning : 5

- i) Angel / Angle
- ii) Duel / Dual
- iii) Weather / Whether
- iv) Compliment / Complement
- v) Opposite / Apposite

c) Give **one** word substitute for the following : 5

- i) A place where bricks are made
- ii) A sleep walker
- iii) Easy to carry over long distance
- iv) Hate or like not based in reason
- v) One who does not believe in God

d) Pick out the word opposite in meaning to the given word : 5

1) UNRULY

- a) intelligent
- b) obedient
- c) indifferent
- d) curious

2) RUTHLESS

- a) Merciful
- b) Might
- c) Majestic
- d) Militant

3) CYNICAL

- a) Mature
- b) Naive
- c) Crazy
- d) Eccentric

4) ERUDITE

- a) ignorant
- b) illiterate
- c) militant
- d) unknown

5) LAUD

- a) Quiet
- b) Cheerless
- c) Defame
- d) Admire



MODULE – II

3. a) Read the passage and draft a precis one-third of the original length and give it a suitable title :

10

Every profession or trade, every art and every science has its technical vocabulary, the function of which is partly to designate things or processes which have no names in ordinary English, and partly to secure greater exactness in nomenclature. Such special dialects or jargons are necessary in technical discussion of any kind. Being universally understood by the devotees of the particular science or art they have the precision of a mathematical formula. Besides, they save time for it is much more economical to name a process than to describe it. Thousands if these technical terms are very properly included in every large dictionary, yet as a whole, they are rather on the outskirts of the English language than actually within its borders.

Different occupations, however, differ widely in the character of their special vocabularies. In trades and handicrafts and vocations like farming and fishing, that have occupied great number of men from remote times, the technical vocabulary is very old. It consists largely of native words, or of borrowed words that have worked themselves into the very fibre of the language. Hence, though highly technical in many particulars, these vocabularies are more familiar in sound and more generally understood, than most other technicalities. The special dialects of Law, Medicine, Divinity and Philosophy have also in their older strata, become pretty familiar to cultivated persons and have contributed much to the popular vocabulary. Yet every vocation still possesses a large body of technical terms that remain essentially foreign, even to the educated speech. And the proportion has considerably increased in the last fifty years, particularly in the various departments of natural and political science and in the mechanic arts. Here new terms are coined with the greatest freedom and abandoned with indifference when they have served their turn. Most of the new coinages are confined to special discussions and seldom get into general literature or conversation. Yet no profession in now-a-days, as all professions once were, a closed guild. The lawyer, the physician, the scientist, the administrator, etc. associate freely with others and do not meet them in a merely professional way. Further more what is called popular science makes everybody acquainted with modern views and recent discoveries. Any important experiment though made in a remote or provincial laboratory, is at once reported in the newspapers and everybody is soon talking about it as in the case of the Roentgen rays and wireless telegraph. Thus, our common speech is always taking up new technical terms and making them common place.



- b) You are the head of the research and development wing of UNITECH CHEM LABORATORIES LIMITED. The workers resort to frequent absenteeism and long break during tea hours. Draft a reprimand memo discouraging such tendencies. 10
4. a) Provide for a technical description of any one object of your acquaintance and is from your surrounding. 10
- b) Describe **any two** of the following : 10
- i) A ceiling fan
 - ii) A mobile phone
 - iii) Coil

MODULE – III

5. a) You have done your post graduation in electronics and telecommunication engineering. With three years of industry experience and two years teaching experience as a contract faculty, you now wish to apply for the post of an assistant professor to Gokhale College of Engineering, Margao, Goa. Draft a covering letter with resume for the above mentioned post. (5+7)
- b) Write a detailed note on the etiquettes to be followed in a formal letter. Is it any different from E-mail etiquettes ? 8
6. a) You are a writer whose blogs have had a huge fan following across the nation. Springdales Higher Secondary School has conducted a week-long ‘Reading Habit’ programme for students of the institution. You are invited as a speaker to impress upon student mind’s the virtues of reading. Draft a suitable speech. 12
- b) Write a letter to the Head of your Institution requesting him for “Leave of absence”. 8

**MODULE – IV**

7. a) Define 'Communication'. Explain the three C's of communication —— competence, consideration and clarity. **10**
- b) Construct/write a dialogue between a father, a retired army officer and a soldier son, a War amputee bruised and battered in the War. Write in direct speech in 200 – 250 words. **10**
8. a) Write short notes on the following : **12**
- i) Body language in a Group Discussion
 - ii) Your expectations of a Good interviewer.
- b) Discuss a few common myths about listening and state how to discard them ? **8**
-