



**F.E. (Semester – I) (RC 2007-08) Examination, May/June 2018**  
**COMMUNICATION SKILLS**

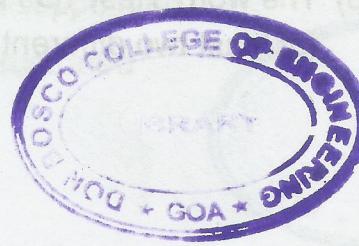
Duration : 3 Hours

Total Marks : 100

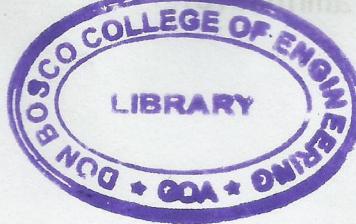
- Instructions :**
- 1) Attempt **any five questions in all.**
  - 2) It is **compulsory** to answer at least **one question from each Module.**
  - 3) **Last question may be answered from any Module.**
  - 4) Figures to the right indicate full marks.

**MODULE – I**

1. a) Do as directed : 12
- 1) I love colours of rainbow.  
(Supply articles where necessary)
  - 2) A cold fear gripped us.  
(Change to passive voice)
  - 3) You haven't read this book, \_\_\_\_\_ ?  
(Insert a question tag)
  - 4) Nobody is incapable of error.  
(Substitute a single word for the underlined phrase)
  - 5) At birth, the baby behaviour is social.  
(Rewrite the sentence with a meaningful prefix of the underlined word)
  - 6) The actor played the role of an ageing duke in the film.  
(Rewrite changing the gender)
  - 7) Please shut the door.  
(Change to passive voice)
  - 8) Nainital is the coolest hill station.  
(Change to positive degree)
  - 9) Jason's mother is not well, \_\_\_\_\_ ?  
(Add a question tag)
  - 10) She is not well.  
(Make affirmative)



- 11) Manasi is \_\_\_\_\_ and \_\_\_\_\_.  
 (Fill in the blanks with qualifying adjectives)
- 12) The two pals went \_\_\_\_\_ the theatre together.  
 (Insert a suitable preposition)
- b) Read the following comprehension and answer the questions given below :  
 An energized person can bring about positive vibes in an entire room. On the contrary an enervator is someone we would like to run away from even before he can disseminate his negative vibrations onto us. A person who is energetic, passionate and involved in his work has reasons to be cheerful. Our eyes are always drawn towards someone exuding positivity and minds abuzz with fresh invigorating ideas. Meeting such ignited individuals is definitely not a drain on our resources and having a conversation with them implies that we have gained something. Blessed with loads of energy, these are people who can egg you on bringing about a silent transformation of the mind and the heart. They create an energy field around them – be it involvement in work, prayer or even any philanthropy act. We must attune our energy forces to the work in hand, be one with it and go with the flow. We must be able to pinch ourselves and say that the work we do – teaching students, nursing patients or counselling the deviant – should help us to be a cut above the rest. We should not be able to rest till we have energised the last atom in our body and allowed our creative juices to flow to ensure that what we have added to our work is something nobody else could have given it !
- Whip up the force of a tornado in the work you do and rest assured you will realise you are an energetic person.
- 1) According to the passage, what should be our attitude to work ? 1
  - 2) Why do we like to surround ourselves with energetic personalities ? 1
  - 3) Give a suitable title to the passage. 1
  - 4) Find words in the passage which mean the following : 3
    - a) Helping people in need.
    - b) Cause to feel drained of energy.
    - c) Moving away from normal and accepted standards.
  - 5) The word 'Rest' has been used in different context. Write its meaning (at least two different meanings) in the context used. 2



2. a) Pick the right alternative and fill in the space provided according to a context, meaning or as far as sentence usage is concerned : 5

1) Every sensible citizen abides \_\_\_\_\_ the law of the country.

- a) for
- b) by
- c) with
- d) to

2) His wife died two years ago; since then he has been living as a \_\_\_\_\_

- a) divorcee
- b) misogynist
- c) widower
- d) widow

3) I read 'Ignited Minds' because it was \_\_\_\_\_ by my friend who said it was very exciting.

- a) motivated
- b) recommended
- c) exhorted
- d) commended

4) We felt as if the ground were \_\_\_\_\_ beneath our feet.

- a) sinking
- b) smashing
- c) bursting
- d) slipping

5) Beauty is to ugliness as adversity is to \_\_\_\_\_

- a) happiness
- b) misery
- c) prosperity
- d) cowardice

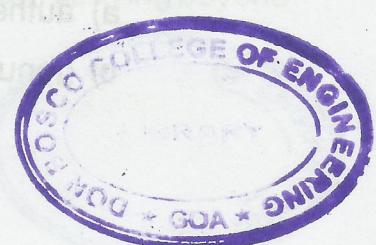
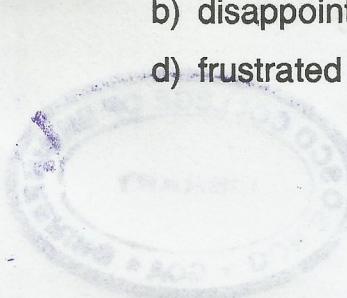
b) Choose the exact meaning of the idioms from the alternatives given below : 5

i) One should not get in hot waters.

- a) water heated by the sun
- b) to get into trouble
- c) confused state of mind
- d) to drink hot water

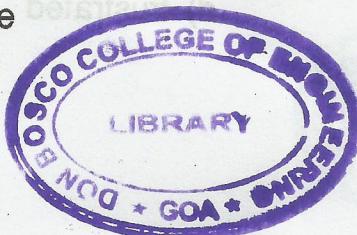
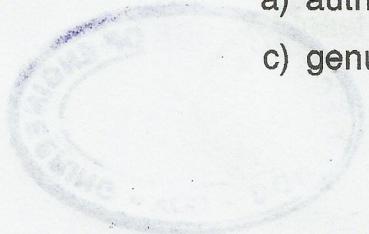
ii) For the first week, the apprentice felt like fish out of water.

- a) homeless
- b) disappointed
- c) uncomfortable
- d) frustrated





- iii) He has been running pillar to post to get a domicile certificate.
- supports of a building
  - clumsy objects
  - tiresome journey
  - one place to another
- iv) Believe me, Rakesh is all at sea.
- happy
  - confused
  - drowning
  - irritated
- v) He has the gift of the gab.
- surprise
  - an honest person
  - art of conversation
  - lucky
- c) Provide for a synonym of the underlined word in the sentences given below :
- The doctor was skeptical about the safety of the new drug.
  - Spirituality is the antidote to all human miseries.
  - I have read an excerpt from his book.
  - The book was sold at an exorbitant price.
  - It was a bogus claim.
- certain
  - sure
  - doubtful
  - hopeful
  - result
  - remedy
  - cause
  - consequence
  - extract
  - review
  - page
  - assessment
  - threatening
  - ridiculous
  - expensive
  - odd
  - authentic
  - fake
  - genuine
  - cool



d) Give one word substitute for the following :

- i) Walking in a sleep.
- ii) A post without remuneration.
- iii) Life history of a man written by himself.
- iv) Happening once in a year.
- v) Government in the hands of one ruler.

## MODULE – II

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

10

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 : 10
- The need for a park and swimming pool.
  - Arrangement for garbage disposal.
  - Appointing a Security Guard.
  - Collecting fees from members.
  - Other business with the permission of the Chair.

4. a) Provide for a technical description of an object of your acquaintance. 8

- b) Describe any two of the following : 12
- Redwood viscometer.
  - Battery.
  - Magnetic circuit.

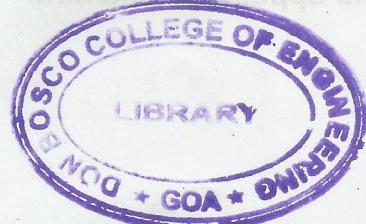
### MODULE – III

5. a) You are a computer engineer with an MBA Degree. You have a five year industry experience. You wish to apply for the post of an Assistant Director in a reputed Management College. Assume a required data and draft a covering letter and a resume for the post. (5+7) 12

b) Assuming you have been selected as the General Secretary of the Students Council, draft a ‘notice’ with ‘agenda’ for the first meeting of the Council. 8

6. a) You are heading the ‘Nital Goem Abhiyan’ campaign that takes up work like cleaning of campus, beaches and awareness talks on hygiene and cleanliness in sanitation. You have been invited to RVM’s College of Engineering to speak on ‘Importance of cleanliness and the challenges involved in sustaining the cleanliness initiative’. Draft a suitable speech. 12

b) You are the Manager of The Mahacool Bank Limited, Kalbadevi Road, Andheri East, Mumbai. There is an outbreak of fire in the bank, late evening. As Manager, draft a report to be submitted to the chairman about the incident (Follow the better format). 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
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