

SEM 1 – 6 (RC 07-08)

F.E. (Semester – I) (Revised in 2007-08) Examination, Nov./Dec. 2014
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 : 12
- 1) He usually travels to Chennai _____ train.
(Fill in the blank with a suitable preposition)
 - 2) All of a sudden, fire _____ in my neighbour's farm.
(Broke out/broke down) (Select any one of the alternatives and fill in the blank)
 - 3) Lead is one of the heaviest metals.
(Change to positive and comparative degree)
 - 4) Praveen is knocking at the door.
(Change the voice)
 - 5) _____ Ganga is _____ sacred river.
(Insert suitable articles)
 - 6) Two and two _____ (make/makes) four.
(Select the correct form of the verb and write it in the space provided)
 - 7) Rani attended the party.
(Add a question tag)

- 8) Platinum is _____ (costly) than diamond.
(Use a suitable comparative adjective)
- 9) Strikers who were imprisoned yesterday have been _____ today.
(Use the word opposite in meaning to the underlined word and write it in the blank provided)
- 10) The book will have to _____ as soon as possible.
(Use a verb of your choice in the passive form)
- 11) I am not able to call to mind the lines from the Frostian poem, 'Fire and Ice'.
(Provide for a meaning of the underlined phrase)

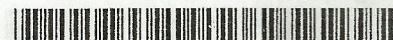
b) Read the following comprehension and answer the questions given below :

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 energizer yourself !

- 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
- Helping people in need
 - Cause to feel drained of energy
 - 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) Write the prefix that will complete the word, in a manner such that it becomes the synonym of the word alongside. 5
- Influence : _____ act.
 - Bewildered : _____ fused.
 - Incite : _____ gate.
 - Excess : _____ feit.
 - Neglect : _____ look.
- B) Give **one** word substitute for the following : 5
- Walking in a sleep.
 - A post without remuneration.
 - Life history of a man written by himself.
 - Happening once in a year.
 - Government in the hands of one ruler.



C) Pick out the word opposite in meaning of the given word :

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- 1) Genuine
 - a) Impure
 - b) Bogus
 - c) Rotten
 - d) Unsound
- 2) Cynical
 - a) Mature
 - b) Naive
 - c) Crazy
 - d) Eccentric
- 3) Militant
 - a) Religious
 - b) Pacifist
 - c) Spiritual
 - d) Combative
- 4) Extravagant
 - a) Wonderful
 - b) Costly
 - c) Economical
 - d) Ecumenical
- 5) Copious
 - a) Abundant
 - b) Accommodative
 - c) Plentiful
 - d) Little

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

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- 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



MODULE – II

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

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"In what then, I ask do men differ from and excel the beasts ? In swiftness or ferocity the deer and the lion leave us far behind. In size and strength we must give way to the elephant and the whale, sheep are more gentle, nightingales more melodious, tortoise longer lived, bees more co-operative and bearers more diligent. The ants run the totalitarian state much better than any fascist. The truth is that our bodies are feeble and ill adapted to survival, they are the prey of innumerable diseases, their enormous complexity means that they can go wrong in a vast number of different ways, while so poorly are they equipped against the vagaries of the climate that it is only by clothing ourselves in the skin of other animals that we can survive. Hence to pride ourselves on the possession of attributes in respect of which the animals exceed us is futile. Wherein, then does our distinction, which is also, as we like to believe, our superiority lie ? The answer is, that it lies in man's power of reasoning. Man, said Aristotle, is primarily a reasoning animal. He has, in other words, a mind which can reflect, discover causes, find the reason why, probe the secrets of nature, plan the future and meditate upon the purpose of life".

"Reasoning is broadly of two kinds. First, there is a theoretical reasoning, where man is moved by curiosity and has a disinterested desire to know simply for knowledge's sake. The outcome of this desire is science, mathematics and philosophy. History is, in fact, a whole body of knowledge which constitutes our inheritance from the past and which moulds the mind of the present. Secondly, there is the reasoning which we perform in order to secure practical results. Applying the conclusions of theory to practical living, man has transformed his world, changing his environment more completely in the last hundred and fifty years than throughout the whole of the preceding two thousand."



- b) You are the Vice President of Worthwork Industries Limited. The employees of the company are frequently absent on occasions like test cricket matches and film festivals. Draft a reprimand memo to the employees and mark a copy of the same to the Managing Director. 10
4. a) Write a technical description of an object which is familiar to you and is from your surrounding. 10
- b) Describe **any two** of the following : 10
- i) Mobile Phone
 - ii) Microwave Oven
 - iii) A Camera.
- 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)
- 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) Write your arguments either “for or against” on **any one** of the following : 8
- i) Men have failed, let women take over.
 - ii) We do not need an MBA degree to manage our personal and professional lives.
- b) Write short notes on the following : 12
- i) Etiquettes in a Group Discussion
 - ii) Tips to be an effective communicator.
8. a) Define ‘Interview’. What is the relevance of soft skills in an interview ? 10
- b) What are the different factors one has to be sensitive about to become an effective listener ? 10