

2KS-AS-1

**December-2016**  
**Communication Skills**

**Time : 3 hrs. ]**

**[ M.M. : 100**

**Note :-**

1. *Word Limit wherever prescribed must be followed.*
2. *Question which have been made compulsory must be attempted.*
3. *Part 'A' should be attempted in the first six pages of the answer sheet.*
4. *Part 'B' should be attempted in the rest of the answer sheet.*
5. *All answers should be in English.*

**Part 'A'**

**1 Answer any ten question in not more than 30 words each :- 10×2=20**

- (1) Communication is an ..... of ideas.
- (2) ..... and ..... are the two vital ingredients in a communication process.
- (3) Written communication acts as a ..... record and is useful in a ..... of law.

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**(P.T.O.)**

- (4) Barriers due to caste and creed are known as ..... barriers.
- (5) List the different types of non-verbal communication.
- (6) List the disadvantages of oral communication.
- (7) What is the meaning of concrete language?
- ×(8) Give an example of emotional barrier.
- (9) What is the exact meaning of the word 'Precis' ?
- ×(10) What is the difference between informal and formal letters ?
- (11) What is the meaning of memorandum ?
- (12) What is the purpose of a press release ?
- ×(13) What is the meaning CC in an e-mail ?
- ×(14) Why do we write letters to an editor ?

2 **Attempt any five of the following questions in about 70 words :-**  $5 \times 4 = 20$

- ×(15) Write a technical report outlining a proposed raising of the wall of your institute and also placing concentric wires (army camps type) so as to secure the perimeter. Include estimated cost, overheads, etc. in your report.

- \*(16) Write a circular on behalf of the secretary, Rohini Jan Sangarsh Samiti, outlining proposed agitational activities for need of water and civic amenities in your area. Sign as Secretary, Rohini Jan Sangarsh Samiti.
- (17) Discuss all possible ways including some new and innovative ones to overcome barriers to communication.
- (18) Write a notice for your college notice board informing the staff and students that a special cleanliness drive will be launched on 2nd Oct. 2014. Sign as Principal of your institute.
- (19) You are the owner of a leading Tours and Travel agency, based in Nainital, Uttarakhand. Prepare an advertisement for the local newspaper offering a good deal and hefty discounts. Sign as Proprietor, Khan Tour and Travels.
- \*(20) Write a technical report on the safety measures being adopted in your institute's workshop. Suggest some recommendations to improve safety further.
- (21) Write a letter to the editor of The Times of India suggesting ways to curb black money in India. Sign as Prem/Sadhna.



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- (22) Enumerate and explain the advantages of oral communication.

*Part 'B'*

- 3 Attempt any one of the questions from question no. 24 to 26. Question no. 23 and 27 are compulsory :-  $3 \times 20 = 60$

(23) Tata Motors, Pantnagar plant, Uttarakhand is looking for Junior Engineer (production).

You are a diploma level engineer in production Engineering from a reputed institute in Delhi. You are an extrovert, hard working and good in sports. Write a job application enclosing a resume to the G.M. (HR), Tata Motors, Pantnagar plant, Uttarakhand.

- (24) Write a report on a recent industrial visit to a sugar factory in Gajroula, U.P. Mention the production methods, work cycle and other factors in the industry.

- (25) Give at least two definitions of communication. Explain the concept of communication with help of examples from everyday life.

- (26) Write an advertisement for the sale of your ten years old motorcycle. Mention make,

model, mileage, expected price, contact number etc. Sign as Pawan/Shweta.

- (27) Write a precis on the following passage and give a suitable title also.

Sir Richard Attenborough died at the age of 90. (The internationally admired director of the monumental 'Gandhi', he was more familiar in the western world as an actor in British movies.) He played the role of the detective in Agatha Christie's famous 'Mousetrap'. In 1963, the great war film 'The Great Escape', made him a Hollywood star. (That performance established him in Hollywood forever.) He won back-to-back Golden Globe awards for best supporting actor in 'The Sand Pebble's (1966) and Dr. Doolittle', (1967).

'Gandhi (1982), an epic but intimate portrayal was his greatest triumph. Ben Kingsley, in the title role, traces the life and times of Mohandas Karamchand Gandhi's work from a small town lawyer into the world of fierce racial politics. From the 'Karaals' of Africa to the dusty bylanes of rural U.P., it was

indeed a long walk for the gentle giant who truly embodies India. Long suffering yet patient. Humiliated yet dignified. ('Gandhi' was nominated for a stupendous 11 Academy Awards and won 8, including the sole Indian winner, Bhanu Athya, for costume designing.)

When Attenboroug wanted to make the movie, a white producer famously said that no one would be interested in a movie about a brown man carrying a beanstalk ! Attenboroug then decided to produce it himself. He mortgaged his house in a London suburb, sold works of art and even ended up not being able to pay his gas bill ! The movie cost \$22 million dollars and ended up earning twenty times the cost ! 'Gandhi' was a hit, to use a catchphrase. More than that, it earned a bit of respect 'for brown' Indians !