



End Term (Even) Semester Examination May-June 2025

Roll no.

Name of the Program and semester: DIPLOMA IN ENGINEERING
Name of the Course: ENGLISH AND COMMUNICATION SKILLS II
Course Code: DTEN-205

Time: 3-hour

Maximum Marks: 100

Note:

- (i) All the questions are compulsory.
- (ii) Answer any two sub questions from a, b and c in each main question.
- (iii) Total marks for each question is 20 (twenty).
- (iv) Each sub-question carries 10 marks.

Q1.

(2X10=20 Marks)

a. Read the following paragraphs and convert the them into Indirect speech:

(i) During lunch break, Meera said to her friend Anjali, "Did you finish the science project? It's due tomorrow!" Anjali replied, "Not yet. I started it last night but couldn't complete it." Meera exclaimed, "You should have told me earlier! I could have helped you." Anjali smiled and said, "It's okay. I'll complete it tonight. Thank you for offering." Just then, their teacher walked in and said, "Girls, please lower your voices. Others are trying to study."

(ii) Rahul met his friend Aman at the park and said, "Hey Aman! I haven't seen you in weeks. Where have you been?" Aman replied, "I was out of town with my family. We went to Manali for a vacation." Rahul asked, "That sounds amazing! Did you enjoy the trip?" Aman smiled and said, "Yes, it was wonderful. The weather was perfect, and we even went skiing." Rahul then said, "I wish I could have come too. Maybe next time we can plan something together."

b. Write the meaning of the given Idioms and use the Idioms in sentences of your own.

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| (i) Bottom falls out | (ii) Drastic times call for drastic measures |
| (iii) Explore all the avenues | (iv) First out of the gate |
| (v) Getting the show on the road | (vi) Hear it on the grapevine |
| (vii) Honest as the day is long | (viii) Jump on the bandwagon |
| (ix) Lump in your throat | (x) Never in a million years |

c. Change the voices from Active to Passive Voice.

- (i) They will have completed the new bridge by next month.
- (ii) You must finish this report before 5 PM.
- (iii) Did she complete the assignment on time?
- (iv) The company requires staff to watch a safety video every year.
- (v) The teacher gave the students some homework.
- (vi) The committee is expected to announce the results next week.
- (vii) They expect him to complete the task on time.
- (viii) The manager said that they were reviewing the policy.
- (ix) I remember someone mentioning this issue yesterday.
- (x) They made him rewrite the essay.

Q2.

(2X10=20 Marks)

- a. What is Precis Writing? Write the dos and don'ts while writing a precis.
- b. Discuss how a student or individual can apply SWOC analysis for career planning or personal growth. What insights can be gained, and how can the model guide decision-making?



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c. Rewrite the following paragraphs and make them simple, clear and precise.

(i) Modern technology has revolutionized every aspect of human life. From communication and transport to healthcare and education, technology plays a pivotal role in making our lives easier, faster, and more efficient. However, this convenience comes at a cost. With the increasing use of artificial intelligence and automation, human jobs are being replaced, raising concerns about unemployment. Furthermore, excessive dependence on gadgets has led to a sedentary lifestyle and deteriorating mental health among people, especially the youth. The real challenge today is to strike a balanced technology to enhance human potential without compromising well-being or ethical values.

(ii) Global warming is one of the most pressing issues of our time. The continuous rise in Earth's temperature is primarily due to the burning of fossil fuels and deforestation, leading to the accumulation of greenhouse gases in the atmosphere. This has caused drastic changes in weather patterns, melting polar ice caps, rising sea levels, and frequent natural disasters. While international agreements like the Paris Accord aim to address this crisis, progress remains slow due to political and economic interests. Immediate and collective global action is essential if we are to preserve the planet for future generations.

Q3.

(2X10=20 Marks)

- Write about yourself in detail. Talk about your family, education, hobbies, and the challenges you have faced, and how you overcame them. Also, explain what motivates you in life.
- Discuss how assumptions, biases, or preconceived notions can interfere with effective communication. Share an example of where this happened and how it could have been avoided?
- Critically analyze how the Johari Window can be applied in organizational settings to improve team dynamics and leadership effectiveness. What challenges might individuals face in expanding their 'Open Area'?

Q4.

(2X10=20 Marks)

- Differentiate between a circular and a memo with examples. Discuss how each is used for specific types of internal communication and what tone and structure are best suited for each.
- Draft a business letter to a publishing house requesting a bulk supply of books for your institution. Include details like quantity, delivery deadline, payment method, and any special discounts or offers you expect.
- Write a Notice for spreading a word about the World Yoga Day awareness campaign organized in your university campus.

Q5.

(2X10=20 Marks)

- Compare and contrast formal and informal communication channels within organizations and institutions. How do these channels influence decision-making, transparency, and the organizational culture in both traditional and remote working environments?
- Discuss the role of body language in public speaking and leadership. How can conscious control over non-verbal communication improve persuasion confidence, and audience engagement.
- What are the different types of listening? How do these listening styles impact communication effectiveness in personal, academic, and professional setting?