

Q.31 Write correct technical term in English language for following (any five)

कांटा, वीर, समय, अभद्र, वैज्ञानिक, प्रशासन, अस्पताल

Q.32 Insert suitable Conjunction.

- a) I am glad _____ you have succeeded.
- b) I would rather die _____ bed pardon of him.
- c) You speak _____ you were mad.
- d) The pen is mightier _____ the sword.
- e) Everybody loves him _____ he is honest.

Q.33 Fill in the blanks with suitable prepositions.

- a) I passed my B.A _____ the age of twenty.
- b) The girls are sitting _____ the benches.
- c) My brother is _____ England these days..
- d) Come and sit _____ me.

Q.34 Fill blanks with Correct form of verbs.

- a) He saw that clock _____. (Stop)
- b) The bell _____ just now. (Ring)
- c) I _____ him yesterday. (Not meet)
- d) He _____ since morning. (Read)
- e) I _____ when you came in. (Sleep)

Q.35 What are the characteristics of good Press Release?

Section-D

Note: Long answer questions. Attempt any two questions out of three Questions. (2x10=20)

Q.36 Write an essay on importance of time.

Q.37 Write a resume for post of Mechanical Engineer in a Company.

Q.38 Write a report on Tree Plantation Week celebrated in your college.

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Advance Diploma in Tool and Die Sub : communication Skill

Time : 3 Hrs.

M.M. : 100

SECTION-A

Note: Multiple Choice Questions. All Questions are compulsory. (10x1=10)

Q.1 Communication is part of _____ skills.

- a) Soft
- b) Rough
- c) Hard
- d) Short

Q.2 _____ is not a communication barrier.

- a) Language
- b) Physical
- c) Culture
- d) Habit

Q.3 Pronoun takes the place of _____.

- a) Noun
- b) Verb
- c) Adjective
- d) Article

Q.4 Which of the following is an action verb

- a) Red
- b) Long
- c) Jump
- d) Mother

Q.5 Notice is a type of _____.

- a) Letter
- b) Report
- c) Article
- d) Formal Communication

Q.6 What does the word 'Misbehaved' mean?

- a) Behaved Well
- b) Behaved Quietly
- c) Behaved Badly
- d) Behaved in Appreciable way

- Q.7 When we have to sell the old stock _____ is used.
 a) Tender Notice b) Obituary Notice
 c) Auction Notice d) Public Notices
- Q.8 A prefix is letter that comes at _____ of word.
 a) End b) Middle
 c) Beginning d) Top
- Q.9 The correct meaning of word 'Appliance' is
 a) Parts b) Body
 c) Tools d) None of these
- Q.10 Which of the following is not a telephonic conversation?
 a) Tone of Speaker
 b) Volume of speaker
 c) Body language
 d) Emotional Content of communication

Section-B

Note: Objective/Completion type questions. All questions are compulsory. (10x1=10)

Read the passage given below and answer the questions.

Drug Addiction is major social evil of modern times. It has transcended all barriers of caste, colour, creed and sex. It is a problem that is eating into the vitals of society. In the beginning a person takes drug out of Curiosity. There are some who take drugs simple for thrill it gives to them. The tragedy is that once a person gets used to taking any kind of intoxicating drug, it becomes Addiction. His body develops dependence on drug. He has to steadily increase the dose. Even If at any point of his life, he realizes his folly, it becomes very difficult for him to give up drugs. It is being like in clutches of monster. It is a pathetic to see a drug addict. When he does not get his usual dose, his whole body withers in pain which draws him to

madness. Besides taking drugs is expensive. Therefore it drives drug addict to stealing, committing petty crimes and other anti social activities. Drugs completely destroy their mental faculties to think clearly and to rationalize.

- Q.11 What is the major social evil of modern times?
 Q.12 Why does a man take drug in beginning?
 Q.13 What are problems with drugs?
 Q.14 When does drug taking becomes an Addiction?
 Q.15 What happens when a drug addict does not get his dose?
 Q.16 Can an ordinary person offered drugs?
 Q.17 What a drug addict is forced to do?
 Q.18 What are bad effects of drug on mind?
 Q.19 Find out two prefixes from passage?
 Q.20 Find out two Suffixes from passage?

Section-C

Note: Short answer type Question. Attempt any Twelve questions out of Fifteen Questions. (12x5=60)

- Q.21 Write a letter to furniture dealer ordering furniture items.
 Q.22 Write five disadvantages of oral communication?
 Q.23 Write the advantage of Non Verbal Communication.
 Q.24 Explain Interrogative Pronoun and Demonstrative Pronoun with examples.
 Q.25 What do you mean by feedback?
 Q.26 What are Physical barriers to communication? Explain.
 Q.27 What do you mean by Report Writing?
 Q.28 Communication is a two way process, Explain it.
 Q.29 Write down essentials of Good Communications.
 Q.30 Draft a circular informing Employees about change of timings of office.