

- Q.28 Draft a press release announcing a seminar being organized by your company and inviting participants
- Q.29 Change the direct speech into indirect speech.
1. The captain said to me, "Bravo! You have played well."
 2. Raj said, "Alas! My Pet died."
 3. Ruchi said, "I may go there."
 4. Bucky said to Steve, "Do you hear me?"
 5. The boy said, "Let me come in."
- Q.30 Write the advantages of oral communication.
- Q.31 Draft a notice of a sports kit found in the stadium.
- Q.32 Write the barriers to effective communication.
- Q.33 Write a report about a technical exhibition held in your college.
- Q.34 Differentiate between oral and written communication.
- Q.35 Punctuate the following sentences.
1. my names bill and i come from new york.
 2. my favorite color is blue whats yours.
 3. i have a dog its name is benji
 4. my sisters name is jenny shes twenty four.
 5. my phone numbers 459-0904

SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 Draft a resume for the post of Engineer in MNC Industries.
- Q.37 Define communication. What are the essentials for effective communication?
- Q.38 Write a letter to the publisher ordering books for your store.

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1st Year / Advance Diploma in Tool and Die Making Subject:- Communication Skill

Time : 3Hrs. M.M. : 100

SECTION-A

Note: Multiple choice questions. All questions are compulsory (10x1=10)

- Q.1 The person who transmit a message is called _____.
 a) Channel b) Sender
 c) Receiver d) Response
- Q.2 _____ communication involves body language, facial expression etc.
 a) Verbal b) Non-verbal
 c) Facial d) Written
- Q.3 Which is not a part of the communication process?
 a) Decode b) Channel
 c) Sender d) Prejudice
- Q.4 E-mails, texts and letters are examples of _____ communication.
 a) Written b) Verbal
 c) Facial d) Non-verbal
- Q.5 Communication is a part of _____ skills.
 a) hard b) soft
 c) rough d) short
- Q.6 The response to a sender's message is called
 a) food bank b) feedback
 c) channel d) noise
- Q.7 What is an example of oral communication.
 a) resume b) memo
 c) letter d) interview

- Q.8 While speaking, which one is most important?

 - a) fluency
 - b) vocabulary
 - c) grammar
 - d) pronunciation

Q.9 Communication is derived from _____ word

 - a) Latin
 - b) Greek
 - c) English
 - d) Chinese

Q.10 _____ is not a communication barrier.

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

SECTION-B

Note: Objective type questions. All questions are compulsory.
 $(10 \times 1 = 10)$

- Q.11 Personal attention is used in _____ communication.

Q.12 Decoding is the process done by _____.

Q.13 Magazine, circular, Memo are _____ communication.

Q.14 Kinesics involves _____ expressions.

Q.15 _____ represents the degree of highness and lowness of voice while speaking.

Q.16 Articles are of _____ types.

Q.17 The name of a particular person or place is called _____ noun.

Q.18 This is my book and that is _____. (your, yours)

Q.19 He will be a good leader. (Simple Past Tense)

Q.20 What are you doing over there? (Simple Future Tense)

SECTION-C

Note: Short answer type questions. Attempt any twelve questions out of fifteen questions. $(12 \times 5 = 60)$

- Q.21** Write a short note on the process of communication.

Q.22 Fill in the blanks with appropriate pronouns.

 - a) You and _____ must discuss a few things.
 - b) They enjoyed _____.
 - c) _____ is a banyan tree.
 - d) We should not cheat _____.
 - e) He is taller than _____.

- Q.23 Differentiate between verbal and non-verbal and non-verbal communication.

Q.24 Identify the correct pattern of the given sentences.

 - Ritu/chocolates/made.
 - She/part/competition/took/in/a.
 - We/enjoyed.
 - The park/children/full of/was.
 - The dog/ a cat/chased

Q.25 Create a precis for the following paragraph.

Artificial intelligence is becoming increasingly important in a variety of industries, from healthcare to finance to manufacturing. This is due to the ability of AI systems to analyze large amounts of data quickly and accurately, identify patterns and trends, and make predictions based on that information. As these systems continue to evolve and improve, they are likely to have a significant impact on the way many industries operate, potentially leading to increased efficiency, cost savings, and improved outcomes for consumers.

Q.26 Draft a circular informing the employees about the change in office timings.

Q.27 Fill in the blanks with appropriate forms of verb.

 - He is _____ football(play/plays/playing)
 - The shop _____ at nine o'clock every morning. (open/opens/is opening)
 - It _____ since eight o'clock this morning.(is raining/was raining/has been raining)
 - I _____ next month (will be coming / am coming/ shall be coming)
 - That house _____ to my uncle.(belong/belongs / is belonging)