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**Skill Diploma**  
**Subject:- General / Core Skills**

Time : 3Hrs.

M.M. : 100

**SECTION-A**

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

- Q.1 The word 'communis' stand for?  
a) Communication                      b) common  
c) command                              d) information
- Q.2 Formal communication stands for?  
a) Official communication  
b) intrapersonal communication  
c) interpersonal communication  
d) non-verbal communication
- Q.3 How many elements of the process of communication are there?  
a) 5    b) 6  
c) 7    d) 8
- Q.4 Memorandum is example of  
a) Oral communication  
b) written communication  
c) non-verbal communication  
d) all of the above
- Q.5 What is the meaning of chronemics?  
a) words                                      b) tone  
c) time                                        d) Space language
- Q.6 'Gossip' is an example of  
a) oral communication  
b) written communication  
c) formal communication  
d) informal communication
- Q.7 Response of the receiver is known as.

- d) I \_\_\_\_\_ in the lawn of my house when he came.  
(play)
- e) The train \_\_\_\_\_. (just arrive)
- Q.32 Transform the sentences as instructed.  
a) On seeing the police, the thief ran away. (into complex)  
b) My mom prepared breakfast that was delicious .  
(into simple)  
c) Vikram is appreciated by all of his generosity. (into compound)  
d) As soon as the dog saw the stranger, it started barking. (into simple)  
e) In the event of working hard, you will win the match.(into complex)
- Q.33 Change the active voice to passive:  
a) You play football.  
b) I have to go to the market.  
c) He was singing a song.  
d) She took his bike key.  
e) I did my homework.
- Q.34 Write a notice informing the basketball team of your college about a special practice session.
- Q.35 Write an office memorandum warning an employee against his habit of reading the magazines and newspapers during office hours.

**SECTION-D**

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 Write a letter to a sports dealer ordering sports material.
- Q.37 Your college organized an Inter school Poster-Making contest for students. Write a report on the same giving details for the newspaper.
- Q.38 Explain the non-verbal communication in detail along with its types.

- a) message                      b) feedback  
c) transmission                d) encoding
- Q.8 Which of these is not an element of the process of communication?
- a) sender                        b) transmission  
c) feedback                    d) face to face meeting
- Q.9 Group discussion is example of
- a) oral communication  
b) written communication  
c) sign language  
d) non-verbal communication
- Q.10 The person who receive who receive the message is
- a) receiver                      b) man  
c) sender                        d) transmission

#### SECTION-B

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

#### Read the following passage:

We must do all we can to stop conflicts and civil war. Most conflicts happen in poor countries, especially those which are badly governed or where power and wealth are not distributed fairly between different tribal or religious groups. So the best way to check fighting is to make a political arrangement in which all groups have their representatives. The need is to ensure human rights and economic development of all. The next fundamental freedom is not mentioned in the UN charter. In 1945, the leaders could not imagine that such a situation would arise. That is the freedom of future generations to live on this planet. Even now many of us have not understood its importance. We are using up the limited resources for our present use. We are over using and even wasting them. We are, in fact, robbing our children of their right to live. We must preserve our forests, fisheries and wildlife. All of these are collapsing because of our own habit of consuming or destroying them.

#### Now answer the following questions:

- Q.11 Why do most conflicts happen in poor countries?  
Q.12 What is the best way to check conflicts?

- Q.13 What is meant by 'the freedom of future generations to live'?
- Q.14 How are we robbing our children of their basic rights?
- Q.15 What must we preserve for our children?
- Q.16 Why is all of this happening ?
- Q.17 Where do the most conflicts happen?
- Q.18 What is the need of today?
- Q.19 What is the meaning of 'conflict'?
- Q.20 Give a suitable title for the passage.

#### SECTION-C

**Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)

- Q.21 What is communication ? Give its types.
- Q.22 What is chronemics?
- Q.23 What is the need for learning oral communications skills in an organization?
- Q.24 What is the difference between oral and written communication?
- Q.25 Explain the process of communication? Explain any two elements.
- Q.26 What is informal communication? Give its two disadvantages.
- Q.27 What is ICT? How it is useful is improving communication.
- Q.28 Write a memo warning an employee for being regularly late.
- Q.29 What are the benefits of mobile based tools or apps for improving communication?
- Q.30 Change the following sentences into past tense:
- a) The teacher stand behind me.  
b) This parcel contains a gift for you.  
c) He knows several places here.  
d) Madhu keeps awake till midnight.  
e) We eat dinner at ten.
- Q.31 Fill in the blanks with suitable forms of verb:
- a) When I \_\_\_\_\_ him last he was quite healthy.(See)  
b) She \_\_\_\_\_ good marks in every test. (obtain)  
c) It \_\_\_\_\_ tommorrow . (rain)