

- Q.16 What are the characteristics of good writing skills?
Q.17 What are the qualities of an effective speaker?
Q.18 What is the role of vocabulary and pronunciation in effective speaking?

SECTION-C

Note: Long answer type questions. Attempt any one questions out of two questions. (10x1=10)

- Q.19 You are Ramesh Kumar , the captain of the hockey team of your college write a notice to inform the player about an upcoming training camp. Give all necessary information.
Q.20 Write a short article on the importance of health and hygiene in student life.

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Subject : Language - II

Time : 2 Hrs. M.M. : 50

SECTION-A

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

- Q.1 What do you mean by the term “abstract”?
a) Shortened part of a big passage
b) Long passage on chemistry
c) Small paragraph on history
d) essay on Physics' topic
- Q.2 The qualities of a good summary are :
a) Well connected narrative
b) To the point
c) Brief and concise
d) All of the above
- Q.3 In a request, following words can be used:
a) Sure
b) alas!
c) pardon
d) Please

- Q.4 We apologize when we feel
- a) Hunger
 - b) Happiness
 - c) Guilt
 - d) Wonder
- Q.5 Effective oral communication skill helps the students:
- a) improve their academic performance
 - b) increase employment opportunities
 - c) helps to improve assertiveness
 - d) All of the above
- Q.6 Expressing condolence is a :
- a) Social function
 - b) Business function
 - c) Political function
 - d) None of the above
- Q.7 Notices are the form of:
- a) Oral communication
 - b) Written communication
 - c) Non-verbal communication
 - d) None of the above
- Q.8 A notice must contain
- a) Data
 - b) Reference no.
 - c) Name of issuing authority
 - d) All of the above
- Q.9 What would be the most appropriate starting word while asking permission from a senior ?
- a) Should
 - b) Can
 - c) May
 - d) Will
- Q.10 While communicating orally we should avoid:
- a) Use of jargon
 - b) Use of slang
 - c) Use of aggressive eye-contact
 - d) All of the above
- SECTION-B**
- Note:** Short answer type questions. Attempt any six questions out of Eight questions. $(6 \times 5 = 30)$
- Q.11 How will you complain to the customer-care service employee of a leading online shopping company, about an undelivered package which you have bought online?
- Q.12 What are the rules for effective oral communication?
- Q.13 Define the process of listening?
- Q.14 What is the difference between hearing and listening ?
- Q.15 Which type of communication will be more formal and appropriate in office-work between oral communication and written communication? write a brief note supporting your opinion.

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