

Q.29 Use the correct form of verbs in the following sentences.

- a) I often _____ late to school. (get)
- b) Hard work always _____ (pay).
- c) Virat _____ a century yesterday. (Score)
- d) A gentleman _____ at other. (not laugh)
- d) I am _____ an exam right now. (write)

Q.30 Use conjunction in the following sentences.

- a) She both runs _____ makes others run
- b) He is _____ here _____ there.
- c) Work hard, _____ don't expect much.
- d) Veer behaves _____ he were a king.
- e) He has not reached _____.

Q.31 Fill preposition in the following sentences.

- a) Cat jumped _____ the tub.
- b) Hero always punches _____ his weight.
- c) Sheela knocked _____ the door fifth time.
- d) The count will remain open _____ 5Pm
- e) The soldier sacrificed his life _____ his motherland.

Q.32 What do we understand by precis writing? Elaborate.

Q.33 Give standard abbreviations/acronyms of the mentioned words/phrases(attempt any five)

District, Professor, Village Post Office, Science, advertisement, General studies, Prime Minister

Q.34 What are the five barriers to a good communication

Q.35 Differentiate between formal and informal communication.

SECTION-D

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

Q.36 Write an essay on "Friendship"

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

Q.38 Draft a circular informing the employees about an emergency meeting of staff in your company.

No. of Printed Pages : 4

202011

Roll No.

1st year / Branch : Advance Diploma in Tool & Die Making

Subject:- Communication Skills

Time : 3Hrs.

M.M. : 100

SECTION-A

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

Q.1 Communication means

- a) Exchange of ideas and feelings
- b) Transfer of message
- c) Sharing of facts
- d) All of the above

Q.2 Methods of written communication do NOT include

- a) Report
- b) Memorandum
- c) Gesture
- d) Letters

Q.3 Pronoun takes the place of _____

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

Q.4 The example of a proper noun is

- a) Chair
- b) Delhi
- c) Class
- d) King

Q.5 Business letters include the following

- a) Letters of inquiry and replies
- b) Letters of claim/complaints
- c) Interview letter
- d) All of the above

Q.6 Precis writing is crucial to be acquired by the learners because it teaches the importance of

- a) Expansion
- b) Brevity
- c) Noun
- d) Syntax

- Q.7 The nearest equivalent of the word country is
 a) City b) Place
 c) Town d) Nation
- Q.8 The facility of internet has made the process of communication
 a) Slow
 b) One-dimensional
 c) Fast & Multidimensional
 d) Boring
- Q.9 Tick the synonym of 'idle'
 a) ideal b) idol
 c) inactive d) None of the above
- Q.10 Identify the pronoun
 a) Rahul b) Geeta
 c) She d) Boy

SECTION-B

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

Read the passage given below and answer the questions:

Cataract is the major cause of blindness, which is also caused by damage to the cornea. It occurs more often in old age. As one starts growing old, the lens of the eye hardens, loses its transparency and becomes opaque. It obstructs the light rays from entering the eye.

The onset of cataract blurs the vision. Sometimes, the cataract patient sees multiple images instead of a single object image. Because of the gradual development of cataract, the afflicted person loses his/her vision, and the world becomes dark to him/her.

The development of cataract is a complex process. However, the following factors can be attributed to its formation. Cataract generally develops in old age but sometimes, children are born with cataract because of hereditary defect. Eye injuries too, can cause cataracts.

People exposed to sun rays for longer periods develop cataract

earlier than others. Researchers opine that the smoke inhaled while smoking carries substances internally damaging the eyes. Ultraviolet radiation, invisible to the human eye, is linked to skin cancer. The victim loses vision and the world becomes dark to him.

- Q.11 What is the major cause of blindness?
 Q.12 Why does the lens of the eye become opaque in the old age?
 Q.13 How does cataract affect its victim ultimately?
 Q.14 How does one detect cataract in the early stages?
 Q.15 When does cataract generally occur?
 Q.16 Find out in the paragraph 1 the synonym for the word "aged"
 Q.17 Which type of cancer is caused by ultraviolet radiation?
 Q.18 Give any two factors which are responsible for the formation of cataract.
 Q.19 How is smoking responsible for the development of cataract?
 Q.20 Write a suitable title for above passage.

SECTION-C

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

- Q.21 What do you mean by freed back ?
 Q.22 Write any five advantages of the written communication.
 Q.23 Draft a circular informing Employees about change of timings of office
 Q.24 Write a letter to a book dealer ordering the books required for your new semester.
 Q.25 Write a paragraph on the importance of public speaking for a modern employee.
 Q.26 What are the features of a good public notice?
 Q.27 What are the characteristics of good press release.
 Q.28 Draft a notice for the summer vacation in your college. Imagine the required details.