

- Q.31** Fill in the blanks with appropriate conjunctions:
- I supported him _____ he was my friend.
 - He plays _____ badminton _____ tennis.
 - _____ the world lasts, the earth will go round the sun.
 - He took medicine _____ he might get well.
 - _____ it was raining heavily, we went to School
- Q.32** Fill in the blanks with correct forms of verbs given in the brackets:
- I _____ him yesterday. (Meet)
 - If he is honest, he _____ (Proper)
 - He _____ exercise for an hour daily (Take)
 - Mohan _____ home before it started raining. (Reach)
 - He _____ for London next week. (Leave)
- Q.33** Identify Nouns in the following sentences and writes the type:-
- What a great idea !
 - He gave me a bunch of grapes
 - Our class consists of twenty pupils.
 - I bought a camera yesterday.
 - Sachin Tendulkar has completed 10,000 runs.
- Q.34** Write the correct technical terms in English language do any five: - जुलाहा, स्याही चूस, वकील, सितार, अंजीर, सरसों, ईधन
- Q.35** Explain the meaning and importance of communication

SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36** Draft a circular informing the employee about change in premises of office.
- Q.37** Write an essay on “Wonders of Science”
- Q.38** Write a notice about meeting of the board of Directors of a company.

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**1st Year / Branch : 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)

- Which of these points need to be mentioned in a notice?
 - Name
 - Institution Name
 - Age
 - Date
- Which noun begins with a capital letter?
 - Collective Noun
 - Material Noun
 - Common Noun
 - Proper Noun
- What is the purpose of a main verb?
 - Tell who the sentence is about
 - Describe the subject
 - Show location
 - Tell what the subject doing.
- Job letter is:
 - Formal
 - Informal
 - Both a and b
 - None of these
- The meaning of Precis writing is:
 - Writing in a different way
 - To explain clearly
 - To summerize a paragraph
 - All are correct
- Oral communication is _____
 - Formal communication
 - Written communication
 - Face to face communication
 - None of these

- Q.7 Reports are often used to display the result of:
 a) Experiment b) Inquiry
 c) Investigation d) All of these
- Q.8 A resume is a word of which language?
 a) American b) Indian
 c) German d) French
- Q.9 The correct meaning of Mortal
 a) नश्वर b) त्याग
 c) अनश्वर d) तृष्णा
- Q.10 I want a blue shirt, Here the adjective is-
 a) I b) Want
 c) Blue d) Shirt

SECTION-B

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

- Read the passage given below and answer the questions
- Happiness, after all is an inner state of mind. It is little dependent on outside environment. Happiness has very little to do for instance, with whether you are rich or not. Some of the most miserable persons I have come across in my life are the rich people. It is true that poverty makes one miserable in a very acute way. But my point is that it is not wealth but co-ordination of one's thought and actions which remove inner conflicts. It is in that way integration of personality is achieved. We were engaged as you know, in a very great movement in India. Because that movement was led to wonder what exactly India is. I was not prepared to accept it on faith because I was born in India, therefore India was the greatest country in the world. That is the kind of folly in which the people of every country indulge.
- Q.11 What is happiness?
 Q.12 Has happiness anything to do with riches or poverty?
 Q.13 What is required to remove inner conflicts?
 Q.14 What great movements were engaged in India?
 Q.15 What folly is generally committed by the people?

- Q.16 Complete the following sentences:
 a) _____ is an inner state of mind
 b) _____ makes one miserable in a very acute way.
- Q.17 Write the synonyms of :- Miserable, Wonder
- Q.18 Write the antonyms of :- Poverty, Folly
- Q.19 Add suffixes into the following words and make new words:-
 1) Move , 2) Exact
- Q.20 Add Prefixes into the following words and make new words:-
 1) Cross, 2) Side

SECTION-C

- Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)
- Q.21 What are disadvantages of written communication?
 Q.22 Draw a flow chart of the process of communication.
 Q.23 Explain the proper noun and collective noun with examples.
 Q.24 Write a letter to your younger brother advising him to take part in games.
 Q.25 What do you mean by organizational barriers?
 Q.26 Explain the procedure of formal letter writing.
 Q.27 What is Precis writing explain it.
 Q.28 Explain Kinesics and Paralanguage.
 Q.29 Independence day was celebrated in your college. Write a report on the function, describing all the activities that took place.
 Q.30 Fill in the blanks with appropriate prepositions:
 a) The train was _____ platform no.6
 b) You should stick _____ your decision.
 c) I am not _____ good terms with Mohan.
 d) I congratulated him _____ his success.
 e) Can you depend _____ his words?