

- Q.29 Write a short note on the significance of effective communication.
- Q.30 Draft a notice about a meeting for the Annual Day function in your college.
- Q.31 Change the direct speech into indirect speech.
- "Call the first convict," said the jury.
 - Raj said, "Alas! My pet died."
 - Ruchi said, "I may go there."
 - Rahul told to me, "When are you leaving?"
 - "Where do you live?" the stranger asked me.
- Q.32 Write a short note on the essentials of speaking skills.
- Q.33 Identify the types of nouns in the following sentences.
- The crowd was very big.
 - Silk feels smooth.
 - Always speak the truth.
 - The table is made of wood.
 - Meera sits on a chair.
- Q.34 Write a short note on the advantages of written communication.
- Q.35 Write a short note on the methods of verbal communication.

SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 Write a letter to the Municipal Committee of your area drawing attention towards inadequate water supply.
- Q.37 Discuss the process of communication in detail.
- Q.38 Draft a resume for the post of Senior Manager in Indu Textile Ltd.

No. of Printed Pages : 4
Roll No.

202011

1st Year / Advance Diploma in Tool & Die Making

Subject:- Communication skill

Time : 3Hrs.

M.M. : 100

SECTION-A

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

- Q.1 Oral communication is _____
- Formal
 - Written
 - face to face
 - None of these
- Q.2 Communication is derived from _____ word.
- Latin
 - Spanish
 - Greek
 - None of these
- Q.3 Magazine is a type of _____ communication.
- Verbal
 - Non-verbal
 - Facial
 - Oral
- Q.4 Ram lives in Chennai. Chennai is a _____ noun.
- Proper
 - Common
 - Material
 - Abstract
- Q.5 _____ transmits the message.
- Receiver
 - Sender
 - Decoder
 - Encoder
- Q.6 A, an, the are _____
- Articles
 - Nouns
 - Pronouns
 - Prepositions
- Q.7 He is sitting _____ the chair.
- under
 - in
 - on
 - beneath

- Q.8 What is an example of oral communication?
 a) resume b) memo
 c) letter d) interview
- Q.9 The process of communication involves
 a) sender b) receiver
 c) symbols d) all of the above
- Q.10 Verbs are of _____ types.
 a) Two b) Three
 c) Zero d) One

SECTION-B

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

- Q.11 They _____ (do) this together. (Simple future tense)
- Q.12 The class went on _____ field trip. (a, an)
- Q.13 My teacher _____ reading them now. (is)
- Q.14 Personal attention is used in _____ communication.
- Q.15 Verbal communication is of _____ types.
- Q.16 E-mail is an example of _____ communication.
- Q.17 A word used instead of a noun is called _____.
- Q.18 Verbs are of _____ types.
- Q.19 Faxes, advertisements and brochures are types of _____ communication.
- Q.20 Raman was _____ student of the class.

SECTION-C

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

- Q.21 Describe the seven C's of communication.
- Q.22 Draft a circular letter announcing the opening of a new shop.
- Q.23 Write a press release announcing the launching of new products of your company.

- Q.24 Create a precis for the following paragraph.
 Climate change is one of the most pressing issues of our time. The Earth's climate is changing due to human activity, particularly the burning of fossil fuels and the release of greenhouse gases into the atmosphere. This is causing a range of negative effects, including rising sea levels, more frequent and severe natural disasters, and changes in weather patterns. In order to address this issue, it is essential that we take steps to reduce our carbon emissions and transition to cleaner forms of energy.

- Q.25 Fill in the blanks with appropriate prepositions.
- The girl ran _____ her father the moment she saw him.
 - Jerry jumped _____ the river to help his sister.
 - Veena passed the book _____ Priya.
 - When will Salvia be returning _____ London?
 - Neena lives _____ the street.
- Q.26 List some barriers to effective communication.
- Q.27 Translate the following terms in Hindi
- Chief Minister b) Polytechnic
 - Academy d) Institute
 - Principal
- Q.28 Fill the blanks with appropriate pronouns.
- While playing basketball, I hurt _____.
 - The children locked _____ up in the cupboard while playing hide and seek.
 - I bought _____ flowers for my anniversary.
 - All the boys participated in the race and _____ one of them got a prize.
 - _____ of the witnesses were present in the court.