

No. of Printed Pages : 4

Roll No.

180011

**1st Year / Common
Subject : English**

Time : 3 Hrs.

M.M. : 60

SECTION-A

Note: Multiple choice questions. All questions are compulsory (6x1=6)

Q.1 On the basis of Mutual Participation, communication can be of how many types? (CO3)

- a) Two
- b) Three
- c) Four
- d) Five

Q.2 _____ communication is a director type of communication. (CO3)

- a) Two way
- b) Three way
- c) Four way
- d) Five

Q.3 Written communication refers to the process of Conveying a message through written symbols. Text messages, Memo, written on the board. (CO3)

- a) False
- b) True

Q.4 Non-verbal signs can be (CO3)

- a) eye contact
- b) open arms
- c) nodding
- d) All of the above

Q.5 The meeting will start _____ 9:00 AM. (CO2)

(1)

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- a) In
- b) at
- c) during
- d) None of the above

Q.6 I believe him _____ he is truthful. (CO2)

- a) because
- b) if
- c) So
- d) None of above

SECTION-B

Note: Objective/ Completion type questions. All questions are compulsory. (6x1=6)

Read the following passage: (CO3)

About a hundred years ago, whenever an operation was performed, the patient suffered tearful pain as he felt the surgeon cut into his flesh. But now serious operations have been carried out without pain, and thousands of lives have been saved. James Simpson was the first to discover and use the pain-killing power of chloroform. James was born in a poor family. So in boyhood, he had not only to help his father in the holidays but also assist the village doctor.

But he was horrified at the terrible suffering of the people who came to the hospital for treatment. He now made it his aim in life to find out new discoveries which would prevent so much pain. Simpson made many experiments and ultimately discovered chloroform. Now the patient does not dread an operation.

Q.7 Why did patients suffer tearful pain when an operation was performed in the past?

Q.8 Who discovered chloroform?

Q.9 What did he do in his boyhood?

Q.10 What made him horrified?

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Q.11 How did he make his discovery?

Q.12 Write down two Antonyms of "Save."

SECTION-C

Note: Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)

Q.13 What is Proxemics ? (CO3)

Q.14 Write down four advantages of Oral Communication. (CO3)

Q.15 Differentiate between Verbal and Non Verbal Communication. (CO3)

Q.16 Define Report writing. Write down any 3 guidelines while drafting report. (CO4)

Q.17 **Fill in the blanks with appropriate Preposition:** (CO2)

- a) The book is lying _____ the table.
- b) He is known _____ me.
- c) Beware _____ dogs.
- d) He hit _____ a plan.

Q.18 **Fill in the blanks with appropriate Conjunctions.** (CO2)

- a) He learned advanced Japanese _____ he was working in Japan.
- b) _____ you complete work on time, you will not be allowed to leave the office.
- c) The Pen is mightier _____ the sword.
- d) No sooner did he see the lion _____ he ran away.

Q.19 Identify the main verbs and the Auxiliary verbs in the following sentences: (CO2)

- a) 'Azadi ka Amrit Mahotsav' was celebrated at our college.
- b) His father reads newspaper daily.
- c) I can speak in Japanese and French
- d) We are waiting for the bus.

Q.20 What is Resume writing? Write down any 3 important guidelines while drafting a Resume. (CO4)

Q.21 Differentiate between Oral and Written Communication. (CO3)

Q.22 Define the following term: (CO3)

- a) kinesics b) Haptics
- b) Paralanguage d) Chronemics

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

Q.23 As Mr Suryansh Sinha, the manager of Production wing, draft an email to your team leaders to inform the staff working under them about wearing their Uniform during office hours. (CO4)

Q.24 As Mr Amit Singh, the Vice president of Alpha Group of Institution, New Delhi, issue a circular to all the heads of various departments about the changing of the timings of the organization due to ensuing of winter. (CO4)

Q.25 Write a Paragraph on Online Technical Education. (CO4)