

- a) affect, effect
- b) beside, besides
- c) vary, very
- d) principal, principle

Q.21 Draft a notice informing the students about a Poster Making Contest to celebrate ‘ Road Safety Week’ and giving the necessary details. (CO2)

Q.22 Fill these sentences by using the correct verb. (CO1)

- a) He \_\_\_\_\_ (pass) his exam last year.
- b) Always \_\_\_\_\_ (respect) your elders.
- c) Do you \_\_\_\_\_ (know) my father?
- d) They \_\_\_\_\_ (Come) yesterday.

#### **SECTION-D**

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

Q.23 What is non-verbal communication? Discuss its types. (CO4)

Q.24 You are Harsh/Harshita. You ordered a black shirt/top from an online store and received a defective product. Write a complaint letter about the damaged product received to the Customer Service Department. (CO2)

Q.25 You are Aman. Draft a resume for the post of Senior Manager in XYZ company. (Co3)

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#### **1st Year / Advance Diploma in Tool and Die Making**

#### **Subject : English and Communication Skills**

Time : 3 Hrs.

M.M. : 60

#### **SECTION-A**

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

Q.1 Which among the following is not a work of Rabindranath Tagore? (CO1)

- a) Geetanjali
- b) The Postmaster
- c) Godan
- d) The Homecoming

Q.2 Where did APJ Abdul Kalam die? (CO1)

- a) Delhi
- b) Bangalore
- c) Ahmedabad
- d) Shilong

Q.3 \_\_\_\_\_ represents the quality of authenticity. (CO4)

- a) Tone
- b) Pitch
- c) Emphasis
- d) Tempo

Q.4 \_\_\_\_\_ is a modern means of communication. (CO4)

- a) E-mail
- b) Teleconferencing
- c) Video conferencing
- d) All of the above

Q.5 The occasions for issuing circulars include (CO2)

- a) Change in office working hours
- b) Revision of pay scales
- c) Change of rules
- d) All of the above

Q.6 Dr. Kiran Bedi gave speech at (CO1)

- a) IIM Ahmedabad
- b) IIT Delhi
- c) IIM Indore
- d) None of the above

### SECTION-B

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

And this wild, senseless bet was carried out! The banker, spoilt and frivolous, with millions beyond his reckoning, was delighted at the bet. At supper, he made fun of the young man, and said: "Think better of it, young man, while there is still time. To me two million is a trifle, but you are losing three or four of the best years of your life. I say three or four, because you won't stay longer. Don't forget either, you unhappy man, that voluntary confinement is a great deal harder to bear than compulsory. The thought that you have the right to step out in liberty at any moment will poison your whole existence in prison. I am sorry for you."

Q.7 State what the bet was.

Q.8 Why did the lawyer accept the bet?

Q.9 How did the banker warn the lawyer at supper?

Q.10 What question did the banker ask himself about warning the lawyer at supper?

Q.11 Write the synonym for 'delighted'.

Q.12 Write the antonym for 'penalty.'

### SECTION-C

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

Q.13 Write the main points of speech by Dr. Kiran Bedi. (CO1)

Q.14 Differentiate between skimming and scanning. (CO4)

Q.15 Give the character sketch of Phatik in 'The Homecoming'. (CO1)

Q.16 Write the summary of the story 'The Doctor's Word' by R.K. Narayan. (CO1)

Q.17 Write an office circular informing the employees about the change in office timings. (CO2)

Q.18 Identify the nouns in the following sentences. (CO1)

- a) She gifted me a new mobile phone yesterday.
- b) My city is a beautiful.
- c) Sohan is a very clever boy.
- d) He does not like cricket.

Q.19 Punctuate the following sentences. (CO1)

- a) he what a beautiful joke
- b) yes I shall help you
- c) may 17 2013
- d) silence is gold

Q.20 Use the following pair of words in appropriate sentences. (CO1)