

- 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.

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### 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

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