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**1st Year / 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)

- Q.1 Communication means  
a) Exchange of ideas and feelings  
b) Transfer of message  
c) Sharing of facts  
d) All of the above
- Q.2 Types of non-verbal communication include  
a) Posture b) Space  
c) Gesture d) All of the above
- Q.3 Resume word has its origin in the language  
a) French b) German  
c) Telugu d) Spanish
- Q.4 The example of an abstract noun is  
a) Love b) Delhi  
c) Sangam d) Class
- Q.5 Personal letters include the following  
a) Letters to siblings b) Letters to relatives  
c) Letters to friends d) All of the above
- Q.6 Precis writing is crucial to be acquired by the learners because it teaches the importance of  
a) expansion b) brevity  
c) noun d) syntax
- Q.7 The nearest equivalent (most similar) of the word 'freedom' is

- a) I often \_\_\_\_\_ shower in the evening. (take)  
b) Slow and steady \_\_\_\_\_ the race (win).  
c) Ronaldo \_\_\_\_\_ a hat-trick of goals in the last match. (Score)  
d) Opportunities \_\_\_\_\_ daily. (not come)  
e) I am \_\_\_\_\_ an exam right now. (write)

Q.30 Use conjunction in the following sentences.

- a) Veena both runs \_\_\_\_\_ makes others run.  
b) Ajay is \_\_\_\_\_ here \_\_\_\_\_ there.  
c) Work hard, \_\_\_\_\_ don't expect much.  
d) He was punished \_\_\_\_\_ he had got late.  
e) Players are \_\_\_\_\_ to reach for the evening game.

Q.31 Fill the suitable preposition in the following sentences.

- a) He got \_\_\_\_\_ the bus.  
b) Timing was perfect and everyone laughed \_\_\_\_\_ the joker.  
c) Sheela knocked \_\_\_\_\_ the door fifth time.  
d) The shop will shut down \_\_\_\_\_ 9 pm.  
e) The manager looked up and \_\_\_\_\_ all the names in the entry register.

Q.32 What is the procedure to write a precis?

Q.33 What are the five barriers to a good communication?

Q.34 How do communication skills help one in getting a job? Discuss.

Q.35 Differentiate between one-way and two-way communication.

**SECTION-D**

**Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)

Q.36 Write an essay on "Habit of Cleanliness".

Q.37 Draft a resume for the post of an apprentice in a Tool and Die Making company.

Q.38 Draft an advertisement for the most popular product of your company.

- a) Liberty                      b) Dependence  
c) Democracy                  d) Safety
- Q.8 The facility of internet has made the process of communication
- a) Slow  
b) One-dimensional  
c) Fast & Multidimensional  
d) Boring
- Q.9 Select the antonym of 'construction'
- a) Confrontation              b) Destruction  
c) Combination               d) Collaboration
- Q.10 Identify what is NOT a pronoun
- a) Him                              b) the  
c) She                               d) Mine

### SECTION-B

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

**Read the passages given below and answer the questions that follow:**

Food can maintain and save life. It can destroy life as well. Proper food serves as medicine, improper food works as poison. A little care about the quality and quantity of food will keep us healthy and happy. If we go about eating all sorts of things, we shall become sick.

We take pride in calling ourselves civilized. Being sensible means to know the difference between good and bad, right and wrong. it will not do to become slaves to our tongue or taste. Even cattle, birds and beasts eat only what is best for their body. We mostly eat processed food and refined sugar. We pay heavily for junk food, for Chinese dishes or deep fried snacks. As a result we catch diseases. We have drifted away from mother nature. We laugh at the rules of hygiene, healthy diet and the advice of our elders. This has given rise to diabetes. We offer

chocolates, cakes and ice creams too often to our children. We also attend parties or dine out every day. This way we invite obesity and diabetes.

- Q.11 What is meant by an "improper food"?
- Q.12 What have we done with the mother nature?
- Q.13 What kind of the food, according to the passage, works as poison?
- Q.14 What causes sickness as per the abstract/ passage?
- Q.15 What are the functions of the food according to the passage?
- Q.16 Find out in the paragraph number one the synonym for the word "demolish".
- Q.17 What does it mean to be sensible?
- Q.18 Give any two factors which are responsible for the diseases like obesity and diabetes?
- Q.19 What do we laugh at?
- Q.20 Write a suitable title for the above passage.

### SECTION-C

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

- Q.21 What are the major characteristics of communication?
- Q.22 Write any five disadvantages of the oral communication.
- Q.23 Why is non-verbal communication so much important?
- Q.24 Draft a short notice informing your classmates about the holiday on the following day.
- Q.25 Write a paragraph on the importance of public speaking for a modern employee.
- Q.26 How can one get prepared for a placement interview?
- Q.27 What is the difference between an Interview and a Group Discussion?
- Q.28 Differentiate between a noun and a pronoun with suitable examples.
- Q.29 Use the correct form of verbs in the following sentences.