

Level-5/ DVOC Semester/Trade
Sub : Communication Skill-II

Time : 2 Hrs.

M.M. : 50

SECTION-A

Note: Multiple Choice Questions. All Questions are compulsory. (5x1=5)

- Q.1 Resume is written for
- a) Applying for a job
 - b) Applying for a loan
 - c) for opening an account
 - d) For getting select in interview
- Q.2 Reading skills can be improved by:
- a) Reading fast b) reading books
 - c) learning paragraphs d) making notes
- Q.3 Write the suitable answer:
Architect:: Building : Sculpture:
- a) Museum b) Stone
 - c) Chisel d) Statue
- Q.4 Write the suitable answer:
Conference : Chairman:: newspaper:

- a) Reporter b) Distributor
- c) Printer d) Editor

Q.5 Technical communications is:

- a) Concise b) Elborate
- c) Lengthy d) Informal

Section-B

Note: Objective type questions. All questions are compulsory. (5x1=5)

- Q.6 What is Technical Communication?
- Q.7 Explain Listening skill.
- Q.8 What is more important hearing or listening for better understanding?
- Q.9 What do you mean by CV?
- Q.10 What do you mean by communication?

Section-C

Note: Short answer type Question. Attempt any six questions out of eight Questions. (6x5=30)

- Q.11 What do you mean by reading skill? Suggest some ways to improve it.
- Q.12 What are the keywords of a resume?

Q.13 Define communication. Explain any two communication skills.

Q.14 What rules should be followed while summarizing a chapter or paragraph?

Q.15 What do you understand by speaking skills? How good speaking is helpful in career building.

Q.16 What do you understand by style of Technical communication? Suggest some ways to improve it.

Q.17 Fill in the blanks with suitable verbs.

- a) We (was/were) at the park yesterday.
- b) The curtains (match/matches) the wall colors perfectly.
- c) The jury (was/were) unanimous in their decision.
- d) Bread and butter (is/are) his daily food.
- e) Each of the girls (has/have) her own dress.

Q.18 What do you mean by communication skill? Explain any two.

Section-D

Note: Long answer questions. Attempt any one question out of two Questions. (1x10=10)

Q.19 Write a resume for the post of a teacher.

Q.20 Write a resume for the post of an accountant.