

Q.29 Change the following sentences into past tense:

- a) The fruits are hanging on the tree.
- b) Do you not play?
- c) I have written the letter.
- d) He helps the poor.
- e) I am reading a book.

Q.30 Change the voice of the following sentences:

- a) Ram helps me.
- b) Do you not play hockey?
- c) Someone stole my purse.
- d) I am bending the branch.
- e) Sonia is buying apples.

Q.31 What is self-introduction? How to write self-introduction

Q.32 What is informal communication? Give its three advantages.

Q.33 What is the significance of speaking skills?

Q.34 Write five disadvantages of written communication.

Q.35 How to prepare and deliver a good presentation?

#### SECTION-D

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

Q.36 Write a notice for the students of your polytechnic for inviting them to participate in the essay writing competition to celebrate women's day.

Q.37 Write a letter to a stationary dealer for ordering stationary materials for your school.

Q.38 Write a memo for warning an employee against his habit of reading newspapers and magazines during office hours.

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#### Level 1, Branch : Skill Diploma in Printing and Packaging

#### 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) Transfer of message
- b) Exchange of message
- c) Facts
- d) All of the above

Q.2 The main technique of reading is \_\_\_\_\_

- a) Skimming
- b) Scanning
- c) Intensive
- d) All of these

Q.3 Which of the following tense is used to express habitual actions-

- a) Past continuous tense
- b) Future Indefinite tense
- c) Present Indefinite tense
- d) Present continuous tense

Q.4 Which is the main verb in below given sentence?

'The boy ran to the shop'

- a) Boy
- b) Shop
- c) Ran
- d) The

Q.5 In which tense, 'was, were' are used as helping verb(Active Voice)?

- a) Present Continuous
- b) Past Continuous
- c) Present Indefinite
- d) Past Perfect

- Q.6 Fill in the blank: The sun \_\_\_\_\_ in the east  
 a) Rises                      b) Rose  
 c) Risen                      d) Rise
- Q.7 The use of telephones has made communication \_\_\_\_\_  
 a) Difficult                   b) Slow  
 c) Very quick and easy    d) Idle
- Q.8 Communication by using \_\_\_\_\_ is verbal communication.  
 a) Words                      b) Expression  
 c) Touch                      d) Space
- Q.9 How many elements are there in communications?  
 a) 6                            b) 7  
 c) 8                            d) 9
- Q.10 Methods of written communication is \_\_\_\_\_  
 a) Report                     b) Orders  
 c) Letters                    d) All of the above

### **SECTION-B**

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

Read the passage given below and answer the questions: City children suffer from a great disability. They have little contact with nature. They do not know the joy of living in the open air. In cities there is no space to live. So one storey is piled upon another. Their lives have become so artificial that they cannot see the stars at night. They get flower pots and put paper flowers in them. They hang pictures of sunrise and sunset on the walls. Whenever one turns, one finds artificial lights during the day as well as in the night. They have lost even the darkness of the night which was given to men for peace, rest and quiet thought. The task before education is to change the whole system of values at present in our cities.

- Q.11 Who suffers from a great disability?  
 Q.12 Which disability do the city children suffer from?  
 Q.13 How have their lives become artificial?

- Q.14 Who cannot see the stars at night?  
 Q.15 What is the importance of darkness of night for man?  
 Q.16 Which word in the passage means 'current'?  
 Q.17 What is task before education?  
 Q.18 Write meaning of 'artificial'.  
 Q.19 Write the antonym of word 'disability'.  
 Q.20 Write the title of this passage.

### **SECTION-C**

- Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)
- Q.21 What is communication give its types.  
 Q.22 What are the features of a good report?  
 Q.23 Give five differences between oral and written communication?  
 Q.24 Explain five ICT/ Mobile based tools or apps for improving communication.  
 Q.25 Describe the process of communication.  
 Q.26 What is passive voice? Give two examples of it.  
 Q.27 Identify the tense used in the following sentences:  
 a) He eats with his left hand  
 b) She is teaching her students  
 c) We have been waiting for them  
 d) They will have learnt their lessons.  
 e) We are waiting for them
- Q.28 Fill correct forms of verbs given in brackets:  
 a) My brother often \_\_\_\_\_ (go) to see English movie  
 b) He \_\_\_\_\_ (return) as soon as possible.  
 c) The students \_\_\_\_\_ (stand) before the teacher came.  
 d) Last Sunday, I \_\_\_\_\_ (stay) at home.  
 e) We \_\_\_\_\_ (drink) coffee for breakfast yesterday.