

- Q.19 What is a report? What is the purpose of report writing? (CO-3)
- Q.20 What are the barriers in effective listening? (CO-2)
- Q.21 Write a character sketch of Dr. Raman. (CO-1)
- Q.22 What is the difference between curriculum vitae and bio data? (CO-4)

SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x8=16)
- Q.23 Draft a circular announcing a festival sale at an electronics shop. (CO-3)
- Q.24 Being M.D. of a company, write a memo to sales-officer regarding resolution of customer's complaint. (CO-3)
- Q.25 Write a letter to a sports dealer placing an order for the purchase of sports-material for your school. (CO-3)

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4th Sem / Branch : Automation & Robotics

Subject:- English & Communication Skills-II

Time : 3Hrs.

M.M. : 60

SECTION-A

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

- Q.1 Commission means _____ (CO-2)
- a) Transfer of message b) Exchange of ideas
c) Facts d) All of the above
- Q.2 Select the correct meaning of following idiom:
To clear the air (CO-1)
- a) To work hard
b) To create noise
c) To increase tension
d) To eliminate confusion
- Q.3 The use of telephones has made communication _____ (CO-4)
- a) Difficult b) Slow
c) Very quick and easy d) None of the above

- Q.4 Resume in French word having meaning ____ (CO-4)
 a) Dialogue b) Understanding
 c) Advertisement d) Summary
- Q.5 The main technique of reading is _____ (CO-1)
 a) Skimming b) Scanning
 c) Intensive d) All of these
- Q.6 Kinesics is a/an _____ (CO-2)
 a) Oral communication b) Body language
 c) Time language d) Distance language

SECTION-B

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

- Q.7 What is full form of 'BCC' used in e-mail? (CO-2)
- Q.8 Fill in the blank: (CO-1)
 The postal service is not as _____ as the telephone service. (**effective/efficient**) (CO-1)
- Q.9 Fill in the blank: (CO-1)
 So far, 50 people have __ in the fighting. (**dead/died**)
- Q.10 A ____ is used before a noun, pronoun, or noun phrase to show direction, time, place, location, spatial relationships, or to introduce an object. (CO-1)

- Q.11 Punctuate the following sentence: mumbai is the capital of maharashtra (CO-1)
- Q.12 Punctuate the following sentence: where do you live (CO-1)

SECTION-C

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

- Q.13 What is the main purpose of intensive and extensive reading? (CO-1)
- Q.14 Write four techniques for effective non-verbal communication. (CO-2)
- Q.15 Explain about e-mail. (CO-2)
- Q.16 What it is a good presentation? Why is it important? (CO-4)
- Q.17 Fill preposition in the following sentences :- (CO-1)
 a) I shall return here _____ five o'clock
 b) He is afraid _____ dogs.
 c) He has no hope _____ his success.
 d) He jumped _____ the water.
- Q.18 Use conjunction in the following sentences:- (CO-1)
 a) Rama _____ Anita are real sisters.
 b) I made coffee _____ served it.
 c) Sit silently _____ go out.
 d) He is _____ a priest _____ a doctor.