

Q.17 Fill in the blanks with suitable verbs

- a) We (was/were) at the park yesterday.
- b) The curtain (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

No. of Printed Pages : 4

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**DVOC - Level -5**

**2nd Sem / Graphics & Multimedia**

**Subject : 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 an 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:

- a) Museum                              b) Stone
- c) Chisel                                d) Statue

(40)

(4)

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(1)

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Q.4 Write the suitable answer:

Conference: Chairman::newspaper:

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

Q.5 Technical communication is:

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

### Section B

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

Q.6 What is Technical communication?

Q.7 Explain Listening Skills

Q.8 What is the 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:** Very Short answer type questions. Attempt any Six questions out of eight questions. (6x5=30)

Q.11 What do you mean by reading skills? 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.