

**SARDAR VALLABHBHAI PATEL INSTITUTE OF TECHNOLOGY**  
**Applied Sciences & Humanities Department**  
**Question Bank For Communication Skills(2110002)**

**01** Fill in the blanks with the correct *VERB FORM* given in the brackets.

1. He never \_\_\_\_\_ a lie. (is telling, tells)
2. She habitually \_\_\_\_\_ late. (comes, coming)
3. They \_\_\_\_\_ out an hour ago. (went, have gone)
4. She will not go out if it \_\_\_\_\_ (rains, rained)
5. The crops \_\_\_\_\_ before it rained. (failed, had failed)
6. I \_\_\_\_\_ a book when he came in. (read, was reading)
7. They \_\_\_\_\_ to the radio when I went out. (listened, were listening)
8. He said that he \_\_\_\_\_ come soon. (will, would)
9. I don't mind your \_\_\_\_\_ a little late. (coming, come)
10. If I were a king I \_\_\_\_\_ you rich. (would make, will make)

**02** Transfer the following sentences into *PASSIVE VOICE*.

1. Do Ram and Shyam do this work?
2. I helped my brother.
3. Police has arrested the thief.
4. People should help the poor boy.
5. Somebody had painted a beautiful picture.
6. I was asked to be present on time.
7. The letter is posted.
8. The work has done by my brother with the help of my father.
9. Jay had recited a romantic poem.
10. Many people have given their votes.

**03** Insert appropriate *PREPOSITIONS*.

1. The teacher was angry \_\_\_\_\_ us.
2. You should take care \_\_\_\_\_ your health.
3. I have been waiting here \_\_\_\_\_ a long time.
4. There is no one to look \_\_\_\_\_ the poor boy.
5. Sohan deals \_\_\_\_\_ rice and other grains.
6. Nobody was acquainted \_\_\_\_\_ her.
7. He was charmed \_\_\_\_\_ flowers.

8. Divide the money \_\_\_\_\_ labourers.
9. This book belongs \_\_\_\_\_ me.
10. He was found guilty \_\_\_\_\_ theft.

**04** Give the appropriate meanings of the following *IDIOMS* then use them in your own sentences.

- |                                 |                         |
|---------------------------------|-------------------------|
| 1. behind the scene.            | 2. by leaps and bounds. |
| 3. sum and substance.           | 4. tit for tat.         |
| 5. at stone's through.          | 6. crocodile tears      |
| 7. the apple of somebody's eye. | 8. at one's own accord. |
| 9. a bird's eye view.           | 10. coin money.         |

**05** Give one word for the following *ONE WORD SUBSTITUTION* and use them in your own sentences.

- |                                |                                |
|--------------------------------|--------------------------------|
| 1. say in advance.             | 2. of the same period.         |
| 3. one who entertain guests.   | 4. spoken without preparation. |
| 5. an indication of a disease. | 6. one who is hopeful.         |
| 7. which can not be believed.  | 8. study of meanings.          |
| 9. hand written copies.        | 10. difficult to read.         |

**06** Write the meanings of the following *HOMONYMS* then use them in your own sentences.

- |                     |                 |
|---------------------|-----------------|
| 1. bill, bill       | 2. bare, bare   |
| 3. rear, rear       | 4. date, date   |
| 5. groom, groom     | 6. pulse, pulse |
| 7. orange, orange   | 8. cell, cell   |
| 9. cricket, cricket | 10. book, book  |

**07** Write the meanings of the following *HOMOPHONES* then use them in your own sentences.

- |                      |                    |
|----------------------|--------------------|
| 1. addition, edition | 2. canvas, canvass |
| 3. hare, heir        | 4. peace, piece    |
| 5. raise, rays       | 6. berth, birth    |
| 7. pain, pane        | 8. brake, break    |
| 9. band, banned      | 10. deer, dear     |

**08** Write the meanings of the following *CONFUSABLE WORDS* then use them in your own sentences.

**1. adopt, adapt**

**3. ascent, assent**

**5. cue, queue**

**7. pray, prey**

**9. whether, weather**

**2. access, excess**

**4. cite, sight**

**6. eminent, imminent**

**8. team, teem**

**10. hoard, horde**

**09** Enlighten the word “Communication”. What is Communication cycle? Elucidate with diagram. Name various levels of communication and explain any three of them. Explain the ‘flow of communication’.

**10** Discuss the barriers of effective communication. State the difference between verbal and non-verbal communication.

**11** Discuss Formal and Informal communication. Discuss advantages and disadvantages of ‘Grapevine’.

**12** Explain the various characteristics of Language.

**13** Do you agree that oral Communication is more important and advantageous than written communication? Justify.

**14** Prepare dialogues on two different situations (i. e formal and informal situation) for example students with Professor, doctor with patients, father with son/ daughter etc...

**15** Write down the Purpose, Structure and Lay outs of Business Letter.

**16** Types of Business Letter (Order & Inquiry Letter, Complaint Letter, Claim & Adjustment Letter, Sales Letter) 1 Example of each in block lay out only. (Please note that your letters should be different from your class mates.)

**17** Discuss the Objectives and characteristics of Technical Report.

**18** Explain the formats and structure of technical reports also mentions the major types of reports.

**19** As the sales manager of a watch manufacturing company, you conducted a market survey and found that there is a considerable decline in the sales of your watch. Write a short report on your market survey and also suggest steps required to boost the sales of your product.

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**21** You, as the Collector of Bhuj District, have been asked by the Secretary,

Home Department, Gujarat to submit a report on the relief work that was under taken after the devastating earthquake hit the area last year. The Ministry sanctioned Rs. 50 crore for the relief operations in the district, which was to be spent on free distribution of grains, water, medicine etc. Now prepare an outline keeping in mind the principles of effective outline. (Use Letter Format)

- 22 You are heading marketing department of a reputed automobile company engaged in the manufacture of two-wheelers- scooters and motor-cycles. In the month of April, 2009, Company's sales offices reported increase in the rate of customers' complaints in the auto parts more particularly in the gear operations with regard to XP Brand of motor cycle recently purchased by them. Prepare inter office memo to the head of production department explaining the situation with need for remedial action in the matter.
- 23 Bharat Textile Mill, Kanpur, manufactures several kinds of cotton and synthetic clothes. For the last five years there has been a gradual decline in profits owing to various causes including fall in sales. The Managing Director has asked the marketing manager to investigate the causes, make suitable recommendations and submit a report in Memo Format. (Assume yourself as a Marketing Manager.)
- 24 Micatronics Ltd, Andheri, Mumbai wants to open a factory at Baroda. As a consultant engineer, write a feasibility report on establishing a factory in Baroda.(use letter format)
- 25 You are an assistant engineer. There has been a fire in the factory and three of the workers have been badly burnt and hospitalized. You are asked to send a report to the manager. Write the report using memorandum form.
- 26 Government of India is worried on the migration (from India) of the Doctors, Engineers and Academicians to UK, USA, Germany and other Countries. It also wishes to retain this trained and high skilled manpower in India. As a Research Scholar you are asked (by the Ministry of HRD) to find out reasons and to suggest some remedy to stop their migration. Collect the data (of the last three years) of their migration and on the basis of that data prepare a Report Investigating the reasons and also give your suggestions. You need to prepare Title Page, Introduction, Data Analysis, Conclusion, and Your Recommendations only.
- 27 The Director of Technical Education, Gandhinagar has been concerned about the poor linguistic standard and lacking of the soft skills of engineering students of various colleges in Gujarat. You, as Deputy Director of Technical Education have been asked to inquire the matter and submit the report to Director, prepare a Report on his behalf. (use letter format)

- 28 Write an inquiry letter to M/s Santosh Electronic Ltd., Chandani Chowk, New Delhi calling for the illustrated catalogue and quotation of certain electronic goods required by your firm. (Use block layout format)
- 29 The Paramount Electronics, 101, “Gitanjali Commercial Complex”, Near Sardar Bus Station, M.G. Road, Bangalore 560 001, write an inquiry letter to the Masterwork Electronics (P) Ltd., 801, A.I.D.C., Near Regal Cinema, New Jail Road, Hyderabad – 500 003, enquiring them the certain computer parts. Also ask them to send you illustrated catalogue, terms and conditions and price list along with special offers.(use Block layout Format).
- 30 Suppose you want to take a new i10 Grand car from Hyundai, Chhani, Vadodara. Write an Inquiry-letter to the chief Manager, Hyundai of your locality, requesting him/ her to send you all the information related to car price, terms and conditions, installments etc... (Use block layout format).
- 32 Explain the term ‘Nuances of delivery’.
- 33 What according to you is Kinesics and Proxemics Paralinguistic?
- 34 What is the importance of Visual Aids used in the Presentations?
- 35 Select a topic from unit 1 to 14 from ‘Technical Communication’ and make a Power Point Presentation having maximum 10 slides.
- 36 Explain the purpose and various techniques of reading.
- 37 Discuss the tips for improving comprehension skill.
- 38 What are the major types of listening and explain the Traits of listening skill.
- 39 What are the implications of listening skill?
- 40 Get a technical reading passage from various resources like internet, magazines, news paper etc... then prepare 5 to 10 its questions with its answers.
- 41 What is Paragraph Development? Discuss the techniques for paragraph development.
- 42 What are the guidelines for writing a good Technical Descriptions?
- 43 Write Paragraph on the following:
- 1) Global Warming
  - 2) Cloning
  - 3) Wireless Communication
  - 4) Technology and Terrorism
- 44 Communication is a process of sending and receiving information. Explain the communication process in the light of this statement. Draw the communication cycle to support the answer.
- 45 What are the different levels of communication? Explain it with examples.
- 47 In what way formal communication flow?
- 48 Explain the difference between General communication and Technical communication.

- 49 What are the formal and informal networks of communication? Discuss advantages and disadvantages of 'Grapevine.
- 50 Discuss the barriers of effective communication. State the difference between verbal and non-verbal communication.
- 51 Do you agree that oral Communication is more important and advantageous than written communication? Justify.
- 52 Prepare dialogues on different situations (i. e formal and informal situation) Student – Principal, Boss- Employee, Father- Son/ daughter, Two friends
- 53 What is the theme of the story "The Eyes Are Not Here" by Ruskin Bond?
- 54 Justify the title of the story "The Eyes Are Not Here" by Ruskin Bond?
- 55 Explain how Ruskin Bond uses irony in the story "The Eyes Are Not Here"?
- 56 Explain the statement – "well, it often happens that people with good eyesight fail to see what is right in front of them"?
- 57 Give instances in the story, which hint at the blindness of the girl passenger.
- 58 Explain the expression "her voice had the sparkle of a moon."
- 59 Character Sketch of "The girl co-passenger".
- 60 What is the theme of the poem? OR How would you define the main theme of the poem?
- 61 What are the poetic devices used in the poem- "The Road Not Taken" by Robert Frost?
- 62 What message does this have to readers about life's journey and the choice we make?
- 63 Summarize the poem in your own words.
- 64 What do the two roads/paths symbolize or represent?
- 65 Write your views that interpret the last line of the poem- "about a time when you took a less traveled road".
- 66 What is the difference between the two paths?
- 67 Who was Harvey Maxwell? Why was he so busy?
- 68 The story "The Romance of a Busy Broker" was left incomplete in your supplementary Reader. How would you like to complete the story?
- 69 What was the strange thing about the life of the New York broker?
- 70 'The old man was getting more and more absent minded', Pitcher said. Do you think he was right in saying so?
- 71 How does the busy broker's office look, on a working day?
- 72 "Mr. Pitcher", she said to the confidential clerk. Did Mr. Maxwell say anything yesterday about engaging another stenographer?
- 73 What does the way of Maxwell's life suggest?
- 74 What accounted for the dreamy look on Harvey Maxwell's stenographer's face that morning?

- 75 Why was Maxwell of "The Romance of a Busy Broker?" angry with Pitcher for introducing lady stenographer from the agency?
- 76 What did Maxwell say when Pitcher told him that the Agency had sent someone to be interviewed for the post of stenographer?
- 77 Why was Miss Leslie interested in finding out if another stenographer was being appointed?
- 78 In 'The Romance of a Busy Broker', why had Maxwell instructed Pitcher to engage another stenographer?
- 79 In What ways Miss Leslie unlike the usual stenographers?
- 80 Three endings are suggested to the unfinished story. Which do you think is appropriate?
- 81 What has the party been arranged for?
- 82 Who is going to a foreign country?
- 83 Whose wife cooked nicely?
- 84 Why has Surat been mentioned in the poem?
- 85 What qualities of Miss Pushpa T. S. are evident from the speaker's address?
- 86 What was Miss Pushpa T. S. popular with?
- 87 What does the speaker mention about Miss Pushpa doing in the end?
- 88 In what ways does Miss Pushpa show her good spirit?
- 89 What inspires laughter in the poem?
- 90 What features of 'Babu english' are suggested in the poem? Give illustration.
- 91 Give the central idea of the poem.

92 Answer the following questions

- |         |                              |          |
|---------|------------------------------|----------|
| 1       | Which word sounds different? | Answer   |
| a) tea  | b) pea                       | c) see   |
|         |                              | d) the   |
| 2       | Which word sounds different? | Answer   |
| a) who  | b) so                        | c) zoo   |
|         |                              | d) to    |
| 3       | Which word sounds different? | Answer   |
| a) to   | b) why                       | c) I     |
|         |                              | d) my    |
| 4       | Which word sounds different? | Answer   |
| a) grew | b) new                       | c) threw |
|         |                              | d) go    |
| 5       | Which word sounds different? | Answer   |

- |            |                              |           |          |        |
|------------|------------------------------|-----------|----------|--------|
| a) say     | b) may                       | c) monkey | d) weigh |        |
| 6          | Which word sounds different? |           |          | Answer |
| a) fee     | b) be                        | c) tea    | d) pear  |        |
| 7          | Which word sounds different? |           |          | Answer |
| a) may     | b) try                       | c) high   | d) buy   |        |
| 8          | Which word sounds different? |           |          | Answer |
| a) through | b) to                        | c) you    | d) two   |        |
| 9          | Which word sounds different? |           |          | Answer |
| a) car     | b) care                      | c) far    | d) jar   |        |
| 10         | Which word sounds different? |           |          | Answer |
| a) eye     | b) buy                       | c) high   | d) angry |        |

**93** Give transcription to the following sentences

1. My name is \_\_\_\_\_(students name)
2. I live in \_\_\_\_\_(city).
3. I am an engineering student.
4. We pray to God every day.
5. My college is located at Vasad.
6. I love and respect my country.
7. One should behave properly in the class.
8. A positive attitude helps the person to get success easily.
9. Try and try until you get success.
10. I am a boy.