

First & Second Semester

**Agriculture/Aircraft Maintenance/Automobile/Civil/
CTM /Chemical/CS/CHM/ Cement/ Electrical/ ETE/
Electronics & Instrumentation/Electrical & Electronics/
Electronics/ Electrical and Mechanical/ I.T./ Mechanical/
Opto Electronics/RAC/IC Manufacturing/Mine Surveying/
PRPC/Plastics/Printing/Production/Textile Technology**

Scheme OCBC July 2022**COMMUNICATION SKILL IN ENGLISH****Time : Three Hours****Maximum Marks : 70****Note : Attempt all questions.**

1. a) Choose the correct answer from the given alternatives: $2 \times 1 = 2$
 - i) A person who sends the message is called _____.
 - (a) Channel
 - (b) Receiver
 - (c) Sender
 - (d) Response
 - ii) Communication is a continuous _____.
 - (a) Process
 - (b) Programme
 - (c) Paper
 - (d) Plan
 - b) Answer the following question in short (any two) $2 \times 3 = 6$
 - i) Briefly explain written and oral communication? Give example.
 - ii) Enlist components of process of communication.
 - iii) What is Kinesics?
 - c) Answer in detail. $1 \times 6 = 6$
 - i) Explain Semantic barrier in detail.
- OR**
- ii) Describe any four components of effective communication.
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2. a) Choose the correct answer from the given alternatives: $2 \times 1 = 2$
 - i) Soft skills are more about behaviours and hard skills are more about your technical abilities.
 - (a) True
 - (b) False

- ii) Arriving or doing something at the expected or planned time is:
 (a) Punctuality (b) Attendance
 (c) Character (d) Networking
- b) Answer the following questions in short. (any two) $2 \times 2 = 4$
 i) Define Hard Skills.
 ii) Enlist Life Skills.
 iii) What does SWOT stands for?
- c) Answer in detail. $1 \times 6 = 6$
 Discuss any three Soft Skills in detail.

OR

Differentiate between Soft Skills and Hard Skills.

3. a) Choose the correct answer from the given alternatives: $2 \times 1 = 2$
 i) Della wanted to present a gift to her husband because the next day was
 (a) Sankranti (b) Christmas
 (c) Deepawali (d) Mohorram
 ii) According to Rabindranath Tagore The mind should be without
 (a) Ego (b) Pride
 (c) Fear (d) Wishes
- b) Answer the following questions in short.
 i) How much did Della save for Christmas? $1 \times 2 = 2$

OR

What job did Uncle Podger undertake?

- ii) What forced the scorpion to take shelter in the poet's house? $1 \times 2 = 2$

OR

Where and why does the horse stop?

- c) Answer in details.
 i) Give character sketch of Astrologer. $1 \times 5 = 5$

OR

What is the central idea of the story 'The Gift of Magi'?

- ii) Describe the central idea of the poem 'Where the Mind is Without Fear'. $1 \times 5 = 5$

OR

How would you summarise the poem 'Stopping by woods on a Snowy evening' in your own words?

4. a) Choose the correct answer from the given alternatives: $2 \times 1 = 2$

i) Job letter is

- (a) Formal (b) Informal
(c) Both (a) and (b) (d) None of these

ii) _____ allows user to send a file with email

- (a) Draft (b) Messenger
(c) Sent (d) Attachment

b) Read the given unseen passage. $1 \times 4 = 4$

Growing up is not a simple process. Generally people take it as growing in age. It, in fact, means psychological maturity. Growing up actually gets reflected in our behaviour, our attitude to life and our reactions to different odd situations. We are really grown up when we become mentally and emotionally mature enough to encounter the hardships and challenges of life smilingly. Growing up, indeed, is a continuous process which gets strength from our experience, our self confidence and strong will and thus we learn to face our life boldly and confidently.

i) Make a précis of the above given unseen passage in about one-third of its length and give a suitable title.

OR

ii) Read the above given unseen passage and answer the comprehension questions:

- a) What is not a simple process?
b) Where does growing up gets reflected?
c) What does growing up mean?
d) Give a suitable title for the above paragraph.

c) Answer the following questions in short. $1 \times 2 = 2$

Draft a small email message requesting for one day leave from your work place due to sickness.

OR

Enlist different parts of letters.

d) Draft an application for job to an employer for the post of Diploma engineer along with Resume. $1 \times 6 = 6$

OR

Draft a letter placing order for 50 office table.

5. A) Match the following.

4×1=4

Column-A

Column-B

- | | |
|--|--------------|
| i) Someone who speaks lie | a) Scorpion |
| ii) Forget | b) Liar |
| iii) A creature with venomous sting at the end of its tail | c) Imperfect |
| iv) Perfect | d) Remember |

B) a) Fill in the blanks with the suitable determiners : 2×1=2

- i) How _____ oil is produced in India? (much/many)
- ii) Are there _____ such planes that travel as fast as sound? (any/some)

b) Rewrite the following choosing the correct verb in each case from the parenthesis : 2×1=2

- i) None of the gas _____ been stolen. (has/have)
- ii) We have a holiday _____ Diwali. (on/at)

c) Fill in the blanks with simple or continuous form (present tense) of the verb given in the parenthesis : 2×1=2

- i) My master will see you after a while; he _____ his dinner now. (have)
- ii) Oxygen _____ about one-fifth of the air. (form)

d) Change into passive voice : 2×1=2

- i) People are criticizing the collector for corrupt practices.
- ii) They invited me to give a talk on 'participative management'.

e) Insert appropriate preposition. 2×1=2

- i) This dining set is made _____ stainless steel. (of/off)
- ii) The Second World War ended _____ 1945. (in/on)

