

Code: AE99/AC99/AT99/ AE138/AC138/AT138

Subject: COMMUNICATION SKILLS & TECHNICAL WRITING

AMIETE – ET/CS/IT (Current & New Scheme)

Time: 3 Hours

December 2016

Max. Marks: 80

PLEASE WRITE YOUR ROLL NO. AT THE SPACE PROVIDED ON EACH PAGE IMMEDIATELY AFTER RECEIVING THE QUESTION PAPER.

NOTE: There are 9 Questions in all.

- Question 1 is compulsory and carries 20 marks. Answer to Q.1 must be written in the space provided for it in the answer book supplied and nowhere else.
- The answer sheet for the Q.1 will be collected by the invigilator after 45 minutes of the commencement of the examination.
- Out of the remaining EIGHT Questions answer any FIVE Questions. Each question carries 12 marks.
- Any required data not explicitly given, may be suitably assumed and stated.

Q.1 Choose the correct or the best alternative in the following: (2×10)

- a. The habit to postpone a decision or work for the next day is _____.
- | | |
|-------------|------------------|
| (A) Useful | (B) Harmful |
| (C) Useless | (D) Carelessness |
- b. Recognition of words which are symbols of facts and ideas, it requires a good knowledge of _____.
- | | |
|-------------------------|----------------|
| (A) Particular language | (B) Vocabulary |
| (C) Newspaper | (D) Internet |
- c. Ph.D. stands for _____.
- | | |
|--------------------------|--------------------------|
| (A) Doctor of Literature | (B) Doctor of Psychology |
| (C) Doctor of philosophy | (D) Dental of Philosophy |
- d. A pair of gloves is necessary for _____.
- | | |
|-------------|--------------|
| (A) Jumping | (B) Climbing |
| (C) Running | (D) Sleeping |
- e. Words with similar meanings are called _____.
- | | |
|--------------|----------------|
| (A) Synonyms | (B) Autonyms |
| (C) Homonyms | (D) Homophones |
- f. Choose correct one :
- | | |
|--------------------------------|---------------------------------|
| (A) You may either go or stay | (B) Either you may go or stay |
| (C) Whether you may go or stay | (D) You may neither go nor stay |
- g. _____ has given in the highest praise of feedback skills to the British Civil Service in India.
- | | |
|------------------|-------------------|
| (A) Kotler | (B) Peter Drucker |
| (C) Sardar Patel | (D) C. Raman |

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- h. After lunch is known as the _____.
- (A) After lunch session (B) Evening session
(C) Graveyard session (D) Noon session
- i. The method of collecting data is _____.
- (A) Personal observation (B) Internal records
(C) Library (D) On line net
- j. Never say _____ when you are in telephonic conversation.
- (A) Hello (B) Who is speaking please
(C) What is your name, please (D) Would you hold the line, please?

Answer any FIVE Questions out of EIGHT Questions.
Each question carries 12 marks.

- Q.2** a. Name four driving forces in the 21st century. (6)
- b. Explain SQ3R. (6)
- Q.3** a. Discuss three main types of negotiations and how to tackle them? (6)
- b. What physical appearance and dress code one should follow for a superior job interview? (6)
- Q.4** a. What is syllable? (6)
- b. What do you mean by combination of sentences. (6)
- Q.5** a. Read the passage below and answer the questions that follow: (6)

I admired father tremendously. He seemed to me the embodiment of strength and courage and cleverness, far above, all the other men I saw, and I treasured the hope that when I grew up I would be rather like him. But much as I admired him I feared him also. I had seen him losing his temper at servants and others and he seemed to be terrible then and I shivered with fright, mixed sometimes with resentment, at the treatment of a servant. His temper was indeed and awful thing and even in after years I do not think I ever came across anything to match it in its own line. But, fortunately, he had a strong sense of humour also and an iron will, and he could control himself as a rule. As he grew older this power of control grew and it was very rare for him to indulge in anything like his old temper.

One of my earliest recollections is of this temper, for I was the victim of it. I must have been about five or six then. I noticed one day two fountain-pens on his office table and I looked at them with greed. I argued with myself that father could not require both at the same time and so I helped myself to one of them. Later I found that a mighty search was being made for the lost pen and I grew

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frightened at what I had done, but I did not confess. The pen was discovered and my guilt was proclaimed to the world. Father was very angry and he gave me a tremendous thrashing. Almost blind with pain and mortification at my disgrace I rushed to mother, and for several days various dreams and ointments was applied to my aching and quivering little body.

- (i) Why did the writer admire his father tremendously?
- (ii) When did the writer feel afraid and angry at the same time?
- (iii) What redeeming qualities did the writer's father possess?
- (iv) Did the writer think that he was doing something wrong when he took away one of the fountain-pens?

- b. Correct the following sentences: (6)
- (i) Time and tide wait for no man
 - (ii) The committee have issued the report
 - (iii) Let you and I do it
 - (iv) The virtue is its own reward

Q.6 a. What should be the role of chairman? (6)

- b. Use these words as different parts of speech in sentences: (6)
- i. Better
 - ii. Else
 - iii. Half
 - iv. Only
 - v. Need
 - vi. Since

Q.7 a. Explain cloze tests. (6)

b. Explain diagonal communication. (6)

Q.8 a. What is formal downward channels? (6)

b. What are the advantages of written communication? (6)

Q.9 a. What points should be kept in mind while preparing the bibliography? (6)

- b. Give the meaning and use in a sentence of the following idioms: (6)
- (i) At home
 - (ii) Caught napping
 - (iii) Once for all