Code: DE99/DC99/ DE138/DC138

Subject: COMMUNICATION SKILLS & TECHNICAL WRITING

DiplETE - ET/CS (Current & New Scheme)

December 2016 Time: 3 Hours Max. Marks: 80

PLEASE WRITE YOUR ROLL NO. IN 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 Ω 1 must be written in

Q.1	Choose the correct or the best alternative in each of the following:					
	a. The word 'communicate' me(A) to share	eans (B) to hold				
	(C) to carry	(D) to distribute				
	b. Which is not an example of u	b. Which is not an example of upward communication?				
	(A) Open door policy	(B) Suggestion system				
	(C) Questionnaires	(D) Command and control				
	c. Which is not an aim of effect	tive writing?				
	(A) express an opinion	(B) persuade an audience				
	(C) present an argument	(D) create barriers				
	d. A resume of a candidate does not include					
	(A) facts	(B) strengths				
	(C) abilities	(D) fictional details				
	e. The chairman starts the meet	ing withstatement.				
	(A) introductory	(B) explanatory				
	(C) critical	(D) descriptive				
	f. The précis must be of the	e original text.				
	(A) $1/3^{\rm rd}$	(B) $1/6^{th}$				
	(C) $1/2^{nd}$	(D) $1/4^{th}$				
	g. Which is not a stage of listen	ing process?				
	(A) receiving	(B) interpreting				
	(C) remembering	(D) asking				
	h. Descriptive writing deals wit	:h				
	(A) Uncovering details	(B) making critical analysis				
	(C) investigating hypothesis	(D) describing a situation				

(6)

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	i.	Scientific and technical writing is a		
		(A) systematic investigation	(B) casual investigation	
		(C) serious investigation	(D) argumentative investigation	
	j.	One way communication is a		
		(A) non reversible process	(B) reversible process	
		(C) cyclic process	(D) never ending process	
		Answer any FIVE Questions Each question ca	•	
Q.2	a.	ommunicaiton?	(6)	
	b.	How do barriers affect the process	of communication?	(6)
Q.3	a. Correct the following sentences:(i) What is the time in your watch?		,,,	(6)
		(ii) Bread and milk are his only fo		
		•	ou.	
		(iii) Neither he or I was there		
		(iv) You had better to ask permissi	on.	
		(v) He always use to agree with m	e.	
		(vi) He spoke angry		

Q.4 Answer the following questions on the basis of the following paragraph:

construction of sentences in a paragraph?

Delhi has a long history which despite occasional dislocation has shown a remarkable continuity and has the unique distinction of having been India's capital longer than any other city. Ancient legend has that "he who rules Delhi, rules India". It has survived all the vicissitudes of time and fortune. Though it has frequently changed its site, its character and its name, it has throughout a continuous thread of existence it has seen the rise and fall of many civilizations. From Indraprastha of Mahabharat to the present New Delhi, it has grown into a mega metropolis.

b. Explain with three examples, how "actor-action-goal" principle is necessary in

The cities of Delhi are seven in number. Each of these cities grew round the palace - fortress of a particular dynasty and every dynasty wished to have a new headquarters for consideration of prestige. Even the Kings of the same dynasty had this ambitions, and realized it if they had the means to do so. With each successive reign, some distinctive architectural features were added or some change in urban morphology occurred.

Seven Cities of Delhi are:

Qila Rai Pithora: It was created by Prithviraj Chauhan. Prithviraj's ancestors captured Delhi from the Tomar Rajputs who have been credited with founding Delhi. Anangpal, a Tomar ruler possibly created the first known regular defense - work in Delhi called Lal Kot - which Prithviraj took over and extended for his city.

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Mehrauli: After Qutubuddin enthroned himself as the first sultan of Delhi, Delhi became the capital of the Slave dynasty. Delhi felt the impact of their culture and faith and continued to do so for the next six and a half centuries. Much of this was in architecture, as Qutubuddin set about to create Mehrauli. One of these was the tower of victory - the 72.5 m tall Qutab Minar. Qutubuddin's heirs reigned until 1290; Razia Sultan, his granddaughter who ruled for a mere three years is a historic figure as the first woman empress of India.

<u>Siri</u>: The 'Slave' dynasty of Qutubuddin was followed by the line of Khilji ruler. Siri was created by Alluddin Khilji. The Saljuqian influences are the most remarkable feature in the buildings from this period. This came about as craftsmen from the Saljuqian dynasty in west Asia reeling under Mongol invasions took refuge in the Delhi court and contributed to its architecture. A large reservoir called Hauz Khas was another accomplishment of city of Siri.

<u>Tughlakabad</u>: Created by Ghiasuddin Tughlak, known as a headstrong tyrant who built a fort here with high battlements. He also raised a city, Jahanpanah, which largely comprised a walled enclosure between Qila Rai Pithora and Siri. This is sometimes called the fourth city of Delhi. Tughlakabad, however, continued to be the main city.

<u>Firozabad</u>: One of the Tughlak rulers, Firoze Tughlak created the fourth city of Delhi, Firozabad or Kotla Firoze Shah next to the river Yamuna. This was a large enclosure of high walls, containing palaces, pillared halls, mosques, a pigeon tower and a water tank. On the top of his palace, Firoze planted an Ashokan pillar from 1500 years ago. He also built several hunting lodges in and around Delhi, as well as mosques, some of which still remain. Apart from raising new buildings, Firoze Shah also repaired old ones such as Sultan Ghori's tomb, Qutub Minar, Suraj Kund and Hauz Khas.

Shergarh: What is known as the Purana Qila today, was the creation of Sher Shah when he wrested Delhi from Humayun in 1540, the second Mughal king. It was originally being built by Humayun as his capital Dinpanah. Sher Shah razed Dinpanah to the ground and started building his own capital introducing ornate elements in architecture. Delhi was won back by Humayun not very many years later in 1555 and he completed parts of the Purana Qila left unfinished by Sher Shah.

<u>Shahjahanabad</u>: as the name suggests it was created by Shah Jahan, the man who gave the Taj Mahal to the world, who created the city of Shahjehanabad, the seventh city of Delhi - in the area that is now known as Old Delhi. The Jama Masjid and the Red Fort are two excellent examples of the architectural splendour of the 17th c. The intricate lanes of the 'walled city', its bazaars and way of living seem to exist in a time warp.

Source: www.delhitourism.ac.in

- a. (i) Who built Siri? What is the most remarkable feature in the buildings from this period? Name one structure built in this city.(3)
 - (ii) In your own words, write a short history of Quila Rai Pithora. (4)
 - (iii) What is the common feature of the cities of Delhi? (1)
- b. Give one word for the following from the passage: (4)
 - (i) Occurring from time to time

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		(ii) Someone who is adamant, not flexible, does not change his mind(iii) Feminine of the word emperor(iv) Sequence of rulers considered members of the same family	
Q.5	a.	Explain feedback skills with examples.	(6)
	b.	Give three main components of effective talk.	(6)
Q.6	a.	Make sentences of each of the following: (i) exclamatory sentence (ii) interrogative sentence (iii) direct sentence (iv) indirect sentence (v) complex sentence (vi) compound sentence	(6)
	b.	Explain any two methods of collecting data.	(6)
Q.7	a.	Explain any two types of reading style with examples.	(6)
	b.	Frame two sentences of the following word patterns: (i) verb with direct object. (ii) verb with gerund. (iii) verb with 'that' clause	(6)
Q.8	a.	Prepare a bio-data for the post of a Junior Engineer in Hindustan Steel T Karnal.	(6)
	b.	Explain the difference between an abstract and a summary.	(6)
Q.9	a.	Mention some important objectives of a Group Discussion.	(6)
	b.	How should a leader behave in a group discussion?	(6)