ROLL NO.

Code: AE99/AC99/AT99/AE138/AC138/AT138 Subject: COMM. SKILLS & TECHNICAL WRITING

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

Time: 3 Hours

DECEMBER 2018

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:

a. Communication is a _____ process. (A) complex (B) simple (C) only one-way (**D**) vague 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. An example of written media is _____ (A) book (B) radio (C) face to face conversation (**D**) telephone d. The basic sentence pattern in the English language is (A) object-verb-subject (B) object-subject-verb (C) subject-verb-object (D) subject-object-verb e. The most suitable synonym for the word 'pleasure' is (A) Satisfaction (**B**) Getting a high (**D**) Happiness (C) Smile f. Choose the correct form for the sentence – "Do not expect good result by one experiment". (A) negative (**B**) Affirmative (C) Exclamatory **(D)** Imperative g. Body language does not include (A) eye contact (**B**) gesture (C) posture (**D**) knowledge

 (2×10)

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| (A) eyes | (B) lips |
|-------------------------------|---|
| (C) teeth | (D) mouth |
| i. Two-way communication | can also be termed as |
| (A) Didactic communication | on (B) Group communication |
| (C) Dyadic communication | n (D) Unilateral communication |
| j. Meetings are called for wh | at purpose: |
| (A) To have tea & cookies | (B) To take decision |
| (C) To do a job | (D) To share happiness |

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

| Q.2 | a. Explain Grapevine communication with the help of one example of your ow | n. (6) |
|-----|--|------------------|
| | b. Explain with the help of example the diagonal communication. | (6) |
| Q.3 | a. Correct the following sentences:- (i) Time and tide wait for no man. (ii) IT as well as Management are taught here. (iii) Let you & I do it. (iv) The honesty is the best policy. | (1 . 5×4) |
| | b. Use these words as different parts of speech in sentences: since, only, near, yet. | (6) |
| Q.4 | a. Give two examples each of the following Verb Patterns: (i) Subject Verb Object (ii) Subject Verb (to) Infinitive (iii) Subject Verb Object Adjective | (2×3) |
| | b. Transform the following as directed He goes home. (Change into Negative) The news is too good to be true. (Remove too) I am as strong as he. (Change into Comparative) He can do this work. (Change into Interrogative) How beautiful is the night! (Change into Assertive) He knows the bad man. (Change into Complex) | (6) |
| Q.5 | a. Explain briefly the four major aspects of reading process. | (6) |
| | b. What is SQ3R formula for reading a text? What are its objectives? | (6) |

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| Q.6 | a. Distinguish between Narrative Writing and Descriptive Writing. | (6) |
|-----|---|---------------------|
| | b. What are the various styles of writing generally followed? List the same with short description of each. | a (3+3) |
| Q.7 | a. What is the significance of "tone of voice" in speech? | (6) |
| | b. How can soft skills help us to achieve global leadership? | (6) |
| Q.8 | a. What is the difference between the Abstract and the Summary of a report? | (6) |
| | b. What general considerations are taken into account in writing a good report? | (6) |
| Q.9 | a. Which tips will you give to a candidate for handling difficult question in an interview? | (6) |
| | b. How would you prepare yourself to attend an interview? | (6) |