

**DiplETE – ET/CS (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 each of the following: (2×10)**

- a. Good reading habit is the \_\_\_\_\_ of a cultured person.  
 (A) Hall-mark (B) Nervousness  
 (C) Aptitude (D) Meaningful
- b. \_\_\_\_\_ is a much more powerful way of communicating than learning.  
 (A) Reading (B) Writing  
 (C) Speaking (D) Listening
- c. A resume of a candidate does not include \_\_\_\_\_.  
 (A) Facts (B) Fictional details  
 (C) Abilities (D) Strengths
- d. Descriptive writing deals with \_\_\_\_\_.  
 (A) Uncovering details (B) Making critical analysis  
 (C) Investigating hypothesis (D) Describing a situation
- e. Skimming means \_\_\_\_\_.  
 (A) Exploratory reading (B) Gradual reading  
 (C) Serious reading (D) Reading
- f. An example of a two way communication is \_\_\_\_\_.  
 (A) Listening to radio (B) Reading a letter  
 (C) Watching television (D) Two persons conversing
- g. In the Christian church, the word communion is called \_\_\_\_\_.  
 (A) Community (B) Communion  
 (C) Communication (D) Holy communion
- h. New items which are not in an agenda can be discussed with the permission of \_\_\_\_\_.  
 (A) Secretary (B) Members  
 (C) Chairman (D) Not possible

- i. Analytical Writing involves  
 (A) Critical analysis of a problem  
 (B) Description of an object, appliance, process  
 (C) Composite picture of a problem  
 (D) Narrating a situation, event or a person
- j. Choose the word which is nearest in meaning to the word 'acquire'  
 (A) Get (B) Responsible  
 (C) Attain (D) Train

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

- Q.2** a. Define communication. Explain the process of communication. (6)  
 b. Explain the parameters by which we can make our communication effective. (6)
- Q.3** a. What are Synonyms and Antonyms? Give two examples of each. (6)  
 b. Explain with example any two rules for keeping proximity between subject & verb. (6)
- Q.4** a. What are the characteristic features of Hard Skills? (6)  
 b. What are one way and two-way systems of communication? (6)
- Q.5** a. Explain "Reading Tactics". (8)  
 b. Describe the process of reading. (4)
- Q.6** a. What things have to be remembered before appearing for an interview? (6)  
 b. What are the main points to remember in writing resume? Explain any six. (6)
- Q.7** a. Write at least three do's and dont's of group discussions. (6)  
 b. Write about three skills required for participating in a meeting. (6)
- Q.8** a. What are the methods of collecting data? (6)  
 b. What are some of the important tips for writing your Business Report? (6)
- Q.9** a. Why is leadership quality important in a group discussion? Mention important points to be kept in mind during group discussion. (6)  
 b. Mention important tips for giving an interview. What are telephone etiquettes? (6)