

Code: DE99/DC99/ DE138/DC138
Subject: COMMUNICATION SKILLS & TECHNICAL WRITING

DipIETE – ET/CS (Current & New Scheme)

Time: 3 Hours

DECEMBER 2015

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 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. 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 to fill in each of the following blanks: (2×10)**
- a. The term communication has been derived from the Greek word _____.
- (A) communicate (B) community
(C) Christian (D) communion
- b. Good reading habit is the _____ of a cultured person.
- (A) hall-mark (B) nervousness
(C) aptitude (D) meaningful
- c. The bio-data should be formulated with margins on both the left and right hand sides. This should be:
- (A) 3 cms (B) 5 cms
(C) 4 cms and 2 cms (D) only 2 cms
- d. An essay is made up of _____ paragraphs.
- (A) several (B) one
(C) two (D) three
- e. When we are _____ it is a healthy recreation to lose ourselves in the company of books.
- (A) weak (B) fresh
(C) sick (D) tired
- f. Homophones refer to words that are similar in _____.
- (A) sound (B) meanings
(C) spellings (D) origins

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- g. A group of words without a finite verb, especially one that forms a sentence is called _____.
- (A) a word (B) a phrase
(C) reported speech (D) reporting verb
- h. _____ is a much more powerful way of communicating than learning.
- (A) reading (B) writing
(C) speaking (D) listening
- i. The formal process of communication is also called _____ communication.
- (A) horizontal (B) diagonal
(C) vertical (D) lateral
- j. The full form of UPSC is _____.
- (A) Union Public Service Commission
(B) Union Public State Commission
(C) University of Punjab service commission
(D) University Public State Commission

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

- Q.2** a. How should we communicate in a pluralistic society like India? (6)
- b. Write a brief note on the structure of meaning techniques in reading comprehension. (6)
- Q.3** a. What is the basic sentence pattern in English language? Give any two examples to illustrate it. (6)
- b. Change the narration of the following sentences:
(i) The teacher said, "Do it now or never".
(ii) Ram said to Sham, "May God bless you!"
(iii) I said to her, "Please lend me your book". (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. Read the passage given below and answer the questions that follow: (6)

Portia asked if the scales were ready to weigh the flesh; and she said to the Jew, "You must have some surgeon by, lest he bleed to death." Shylock, whose whole intent was that Anonio should bleed to death, said, "It is not so named in the bond." Portia replied, "It is not so named in the bond but what of that? It were good you did so much charity." To this all, the answer Shylock would make was: "I cannot find it; it is not in the bond." "Then," said Portia, " a pound of Antonio's flesh is thine. The law allows it and the court awards it. And you may

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cut this flesh from off his breast. The law allows it and the court awards it.” Again Shylock exclaimed, “O Wise and upright judge! A Daniel is come to judgement!” And then he sharpened his long knife again, and looking eagerly on Antonio, he said, “Come, prepare!”

“Tarry, a little, Jew,” said Portia, “there is something else. The bond here gives you no drop of blood; the words expressly are *a pound of flesh*. If in the cutting of the pound of flesh you shed one drop of Christian blood, your land and goods are by the law to be confiscated to the State of Venice.”

- (i) Suggest a suitable title for the above passage.
- (ii) Why did Shylock persistently refuse to have a surgeon by?
- (iii) What was Shylock’s motive in claiming a pound of Antonio’s flesh?
- (iv) What was the award of the court?

- b. Correct the following sentences: (6)
- (i) The honesty is the best policy.
 - (ii) He stopped and rung the bell.
 - (iii) Here is the book that you asked.
 - (iv) I shall come unless you need me.

Q.6 a. ‘Can a developing country like India offer the right atmosphere for science to grow?’ Write a paragraph in about 100 words on the topic given above. (6)

b. Write a short note on Précis writing. (6)

Q.7 a. Write the names of inner title page parts of a report. (6)

b. Explain any six tips for writing business reports. (6)

Q.8 a. Give the antonyms of the following words: (1×6)

- (i) Able
- (ii) Load
- (iii) Accurate
- (iv) Complete
- (v) Possible
- (vi) Patient

b. Give the synonyms of the following words: (1×6)

- i. Act
- ii. Admission
- iii. Character
- iv. Hunger
- v. Idea
- vi. Journey

Q.9 a. How can we protect ourselves from backbiting? (6)

b. Which qualities in a candidate are observed through group discussion? (6)