

DiplETE – ET/CS

Time: 3 Hours

DECEMBER 2013

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.

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

a. Which of the following is *not* a type of communication?

- (A) Vertical Communication (B) Lateral Communication
(C) Diagonal Communication (D) Graveyard Communication

b. Labelling in Reading Skills involves _____.

- (A) trying to pick up important words
(B) reading the headlines, graphs & tables
(C) going through the contents, introduction & conclusion
(D) reading repeatedly

c. Minutes of the meeting is prepared _____.

- (A) before the meeting (B) during the meeting
(C) at the end of the meeting (D) two days before the meeting

d. Choose the correct *antonym* for the word 'doubtful'

- (A) confusing (B) enigmatic
(C) dubious (D) certain

e. The appropriate *synonym* for the word 'abandon' is

- (A) complete (B) leave
(C) invite (D) preserve

f. Choose the correct indirect narration for the sentence-*He said, "The train came at six o' clock"*.

- (A) He said that the train had come at six o' clock.
(B) He said that the train came at six o' clock.
(C) He said that the train has come at six o' clock.
(D) He said that the train will come at six o' clock.

- g. In a group discussion one must _____.
- (A) remain quiet (B) dominate
(C) actively participate (D) watch others
- h. The subscription of a business letter should be _____.
- (A) Yours faithfully (B) Yours affectionately
(C) Yours obediently (D) Yours sincerely
- i. Body language does not include _____.
- (A) gestures (B) postures
(C) cosmetics & clothes (D) tonal changes
- j. Which of these does not come under visual media?
- (A) OHP(Over Head Projector) (B) Slide Projector
(C) Digital Voice Recorder (D) All of these

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

- Q.2** a. Define communication. Explain the process of communication with the help of one example from real life. (6)
- b. Describe at least *three* advantages and disadvantages of oral communication. (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** **Read the passage given below and answer the questions that follow**

India is known to be the land of unity in diversity. Since olden times the people of India have been living in harmony in spite of their different religious roots and varied cultural differences. Though there was no strong political unity during the rule of Ashoka and Akbar, there was cultural and emotional unity among the people of India. Our national integration suffered a major setback during the British rule. The British rule broke the unity of India by their policy of divide and rule. They sowed the seed of hatred between the Hindus and Muslims. This resulted in partition of India. The British created different provinces for separate communities. But at last India got its freedom from the British rule because of a united fight. People from various communities, religions and from various walks of life came together to drive the British out of India. After independence the leaders of new India strove hard to integrate the nation and modernize the economy. All the princely states were brought together to form the Indian Union. The setting up of Indian constitution made India a secular country. It granted equal status and respect to all religions.

Citizens of India were given much importance with the introduction of fundamental rights. The government became successful in abolishing untouchability, a great social evil. The economically backward classes, the scheduled castes and scheduled tribes were given special attention for their upliftment and progress.

While much progress has been made till now, certain negative forces are still raising their head against the integration of the country. There are a host of anti-national elements as well as hostile neighbours who are green with envy to see India as one single, undivided entity. Certain foreign forces are trying to weaken the economic and political unity of India. The major obstacles in the way of national integration are communalism, racism, provincialism, linguism and casteism. There have been riots, amongst separate linguistic groups. Regionalism and separatism now threatens to fragment the country.

Terrorism, a recent phenomenon has infected the unity of our country like a deadly virus. It has shattered the stability and security of our social life. These terrorists are the most inhuman of creatures who involve themselves in gruesome activities like mass murders and suicide bombings. The defective educational set up is yet another cause of national disintegration. There has been a cultural degradation with the introduction of western education and culture. Political parties in the country give priority to their individual political ambition at the cost of patriotism. They use their political position to amass wealth and power. They do not hesitate to exploit the communal and regional forces to satisfy their selfish motives. As a result, the gap between the rich and the poor has widened.

Questions

- a. (i) What type of unity existed during the rule of Ashoka and Akbar? (3)
 (ii) What were the reasons for India's partition? (2)
 (iii) How did the setting up of the Constitution of India help the people? (3)
- b. Multiple forces have begun to affect our national integration even after independence. What are these forces? (4)
- Q.5** a. Write short notes on any **TWO** of the following: (6)
 (i) Passive Listening
 (ii) Active Listening
 (iii) Marginal Listening
- b. What is the importance of Audio-Visual Aids in a presentation? Explain any *Four* of these aids. (6)
- Q.6** a. Write a short note on types of reports. (6)
- b. Describe two methods of transformation of sentences. Give one example of each. (6)
- Q.7** a. Explain sentence structure with an example. (6)
- b. Give an overview of the characteristics of a good report. (6)

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- Q.8** a. Write your personal resume for the job of Manager in IETE. (6)
- b. What are the important components of a paragraph? (6)
- Q.9** a. What is the importance of body language in interviews? (6)
- b. What points do you keep in mind while placing a telephone call? (6)