

**AMIETE – ET/CS/IT {NEW SCHEME}**

Time: 3 Hours

**DECEMBER 2014**

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 appropriate alternative from among the following: (2×10)**

a. In India, “Ombudsman” is called

- |               |              |
|---------------|--------------|
| (A) Lokayukta | (B) Lokpal   |
| (C) Loknayak  | (D) Loksabha |

b. The most suitable synonym for the word ‘pleasure’ is

- |                  |                    |
|------------------|--------------------|
| (A) Satisfaction | (B) Getting a high |
| (C) Smile        | (D) Happiness      |

c. Choose the correct indirect narration of the direct narration:

*He has told us, “I am coming.”*

- |                                     |
|-------------------------------------|
| (A) He has told us he was coming    |
| (B) He has told us he may be coming |
| (C) He has told us he may come      |
| (D) He has told us he is coming     |

d. He is the \_\_\_\_\_ of wealth more precious than gold.

- |               |           |
|---------------|-----------|
| (A) Possessor | (B) Loser |
| (C) Master    | (D) Heir  |

e. We must answer the telephone by \_\_\_ or \_\_\_ ring

- |               |                |
|---------------|----------------|
| (A) 5th, 6th  | (B) 10th, 11th |
| (C) 9th, 10th | (D) 2nd, 3rd   |

- f. I keep six honest serving-men. Their names are
- (A) which, who, when, what, why, how  
 (B) what, why, when, how, where, who  
 (C) which, where, when, what, why, how  
 (D) none of these
- g. upward and downward flow of messages constitute \_\_\_\_\_
- (A) endless dialogue (B) uttering the message  
 (C) feedback (D) repeating the message
- h. In telephonic talk, the message should be \_\_\_\_\_ and \_\_\_\_\_
- (A) Clear, crisp (B) bold, authentic  
 (C) long, detailed (D) none of these
- i. Minutes should be signed by
- (A) Presiding officer (B) all members  
 (C) Secretary (D) Intelligent officer
- j. There are \_\_\_\_\_ main verb patterns in English.
- (A) 26 (B) 24  
 (C) 21 (D) 25

**Answer any FIVE out of the following EIGHT questions.  
 Each question carries 12 marks.**

- Q.2** a. What is grapevine communication? What are the Advantages and Disadvantages of Grapevine Communication? (6)
- b. Most people would agree that communication between two individuals should be simple. It's important to remember that there are differences between talking and communicating. When you communicate, you are successful in getting your point across to the person you're talking to. When we talk, we tend to erect barriers that hinder our ability to communicate. There are some barriers to effective communication. Describe any six of those. (6)
- Q.3** a. In the following TWO sentences something is wrong with the verbs according to the rules of Standard English. First identify what is wrong with the verb according to the rules of Standard English then try to identify the rule that the speaker was following. (6)
1. Me come yesterday.
  2. Mary doth like that.

- b. Synonyms are words that share meanings with other words. Write few specialities of Synonymous. Write the correct synonym of :
- (i) frankly    (ii) accurate    (iii) sincerely    (iv) search (2+4)
- Q.4** a. While attempting “Combination of Sentences”, there are six basic qualities to consider when you evaluate your new sentences. What are these? (6)
- b. Transform the following as directed (6)
1. He goes home. (Change into Negative)
  2. The news is too good to be true. (Remove too)
  3. I am as strong as he. (Change into Comparative)
  4. He can do this work. (Change into Interrogative)
  5. How beautiful is the night ! (Change into Assertive)
  6. He knows the bad man. (Change into Complex)
- Q.5** a. Write a short note on the 5 types of reading styles. (6)
- b. Describe any six Vocabulary Building Strategies. (6)
- Q.6** a. What is the purpose of technical writing? Before composing the text, what are the five steps which must be followed for effective writing? (6)
- b. Write a short essay on India’s contribution to the world in the realm of science and technology. (6)
- Q.7** a. Explain the meaning of “Go hard on the soft skills for better customer service experiences.” (6)
- b. Write at least 6 points to make your speech effective. (6)
- Q.8** a. What general consideration should be kept in mind for writing a good business report? (6)
- b. What is a report? Write some common sections that appear in reports. (6)
- Q.9** a. When it comes to the interview there are some important things to put into practice to keep yourself in control. Please list six of these tips. (6)
- b. What are the techniques for conducting meetings? (6)