

AMIETE – ET/CS/IT

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. A system of language is commonly recognised by the members of a _____ community.

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|-------------|----------------|
| (A) speech | (B) democratic |
| (C) liberal | (D) human |

b. Reading is essentially a/an _____ process by which a reader becomes a good human being.

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|----------------|------------------|
| (A) mental | (B) intellectual |
| (C) civilising | (D) difficult |

c. Well cultivated writing skills are particularly required at _____ levels of administration.

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|---------------|------------|
| (A) lower | (B) middle |
| (C) efficient | (D) higher |

d. Synonym for the word, vanish is _____.

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|---------------|------------|
| (A) disappear | (B) colour |
| (C) paint | (D) come |

e. Antonym for the word, generous is _____

- | | |
|-----------------|---------------|
| (A) extravagant | (B) close |
| (C) miserly | (D) dishonest |

f. The descriptive writing on solar cell is _____ writing.

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|----------------|----------------|
| (A) analytical | (B) scientific |
| (C) serious | (D) business |

- g. The _____ of the listener helps his listening capabilities.
- (A) education (B) age
(C) motivation (D) wisdom
- h. During an interview you should learn to smile from your _____.
- (A) eyes (B) lips
(C) teeth (D) mouth
- i. 'Draw a circle round the centre'. The word 'round' in this sentence is a/an _____.
- (A) noun (B) verb
(C) adjective (D) preposition
- j. In the SQ3R system of reading, S stands for _____.
- (A) simple (B) survey
(C) sampling (D) studying

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

- Q.2** a. What does the acronym IMPRESS stand for? (4)
- b. How can you protect yourself from being a victim of backstabbing? (8)
- Q.3** a. Give synonyms for the following words:
Admission, idea, cure, hunger, riches, grief (6)
- b. Correct the following sentences:
- (i) I like this job more than my father.
(ii) Ram is bolder than any boy of the class.
(iii) To see a play is very interesting.
(iv) He ran away lest he would be caught.
(v) I am very much excited.
(vi) I feel so lonely today. (6)
- Q.4** a. Which is the first verb pattern in English language? Give TWO examples. (4)
- b. Mention any FOUR methods of transformation of sentences. Give one example of each. (8)

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

- Q.5** a. Describe the problem of regression and visual wandering faced by the readers. (8)
- b. What is reading comprehension? (4)
- Q.6** a. You are Sujata Nag, a degree holder in Electronics Engineering. Write an application along with your bio-data for the post of Senior Engineer in Larson & Turbo Ltd. (8)
- b. What is scientific and technical writing? (4)
- Q.7** a. What is the difference between hard skills and soft skills? (4)
- b. Describe the various types of listening. (8)
- Q.8** a. Describe the structure of a report. (8)
- b. What are the four methods of collecting data? (4)
- Q.9** a. Which tips will you give to a candidate for handling difficult question in an interview? (6)
- b. What should a participant keep in mind while attending a meeting? (6)