

**DipIETE – ET/CS**

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 correct or the best alternative in each of the following: (2×10)**

a. The formal process of communication is also \_\_\_\_\_ communication.

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|---------------|--------------|
| (A) diagonal  | (B) vertical |
| (C) grapevine | (D) simple   |

b. Oral communication saves time and \_\_\_\_\_.

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|-----------|------------|
| (A) money | (B) energy |
| (C) paper | (D) labour |

c. Story element may be part of \_\_\_\_\_ writing.

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|------------------|-----------------|
| (A) descriptive  | (B) narrative   |
| (C) journalistic | (D) explanatory |

d. For a job application correct subscription is \_\_\_\_\_.

- |                      |                       |
|----------------------|-----------------------|
| (A) yours sincerely  | (B) your's sincerely  |
| (C) yours faithfully | (D) your's faithfully |

e. The parts of an essay are very much like the parts of a \_\_\_\_\_.

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|---------------|------------|
| (A) paragraph | (B) story  |
| (C) narrative | (D) report |

f. Synonym for the word, idea is \_\_\_\_\_.

- |          |             |
|----------|-------------|
| (A) talk | (B) topic   |
| (C) deed | (D) thought |

g. Antonym for the word, allow is \_\_\_\_\_.

- |            |            |
|------------|------------|
| (A) fall   | (B) follow |
| (C) forbid | (D) sink   |

h. The only dog i had was stolen. The word, only in the above sentence has been used as a \_\_\_\_\_.

- (A) Noun (B) Verb  
(C) Adjective (D) Adverb

i. The biggest barrier to listening is the \_\_\_\_\_ of the listener.

- (A) personal stress (B) self confidence  
(C) fear (D) ego

j. Timing and \_\_\_\_\_ of speech are important in an effective presentation.

- (A) duration (B) topic  
(C) aim (D) content

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

**Q.2** a. What are the various media of communication? (4)

b. Describe the merits and limitations of written communication. (8)

**Q.3** a. Give antonyms of the following words:  
*ancient; fresh; tame; bright; kind; war* (6)

b. Correct the following sentences:  
(i) Let you and I solve this problem.  
(ii) A bird in hand is better than two birds in the brush.  
(iii) Ten thousand rupees are the price of this TV.  
(iv) It is very much surprising.  
(v) I should have like this book.  
(vi) It is the book you had asked. (6)

**Q.4** a. Change the voice in the following sentences:  
(i) Ram won a prize.  
(ii) Sita is peeling potatoes.  
(iii) I shall write a letter.  
(iv) We are reading a story.  
(v) She has completed her work.  
(vi) Please close the door. (6)

b. Do as directed:  
(i) Ram is older than any other boy in the class. (Change into superlative degree)  
(ii) What a beautiful flower! (Change into an assertive sentence)  
(iii) Krishna said, "It is an interesting book". (Change into indirect speech)  
(2×3 = 6)

**Q.5** a. What is the purpose of reading? (4)

b. Describe the four stages in the process of reading. (8)

- Q.6** a. Which details are included in a bio-data? (4)
- b. Describe any four writing styles. (8)
- Q.7** a. How is one-way communication different from two-way communication? (6)
- b. What are soft skills? How are they important in modern work environment? (6)
- Q.8** a. In the structure of a report what does the front matter include? (6)
- b. Describe the various parts of the main body of a report. (6)
- Q.9** a. Answers to which questions should a candidate prepare before going for an interview? (6)
- b. List out the qualities in the candidates that can be located through group discussion. (6)