

AMIETE – ET/CS/IT (Current & New Scheme)

Time: 3 Hours

December - 2017

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 the following: (2×10)

- Words with similar meanings are called _____.
(A) Synonyms (B) Autonyms
(C) Homonyms (D) Homophones
- _____ is not an area of soft skill.
(A) Negotiating business on net
(B) Conducting video conferencing
(C) Delivering physical product before a deadline of time
(D) Command and control
- A bibliography includes _____.
(A) preface (B) conclusions
(C) list of published works (D) appendices
- Which of the following would you consider as *Informal Communication*?
(A) E-mail & Faxes
(B) Annual Reports
(C) House Journals
(D) Saturday Evening Parties
- The descriptive writing on solar cell is _____ writing.
(A) analytical (B) scientific
(C) serious (D) business
- Minutes should be signed by
(A) Presiding officer (B) all members
(C) Secretary (D) Intelligent officer

- g. The *Grapevine Communication* is a part of _____.
(A) lateral communication
(B) horizontal communication
(C) both lateral and horizontal communication
(D) diagonal communication
- h. Choose the word which cannot be formed by using the prefix 'in'
(A) active (B) take
(C) complete (D) tidy
- i. When superficial listening takes place, it is known as _____.
(A) Passive listening (B) Marginal listening
(C) Active listening (D) Projective listening
- j. *Journalistic writing* refers to _____.
(A) writing a novel
(B) writing one-act plays
(C) descriptive and argumentative writing
(D) writing about day-to-day significant issues

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

- Q.2** a. List any three merits and limitations of written communication. (6)
- b. Explain the media of communication. (6)
- Q.3** a. Correct the following sentences: (6)
(i) He met a girl which eyes were blue.
(ii) The news are true.
(iii) Make haste and you will be late.
(iv) He fought brave.
(v) Besides the ungathered rice, he lay.
(vi) I hurt my knee tomorrow.
- b. Give the synonyms of the following: (Any **SIX**)
aid; accurate; fair; select; leave; hard; safe, annual (6)
- Q.4** a. What do you mean by combination of sentences. (6)
- b. Do as directed
(i) They are taking the patient to the hospital. (Change to Passive)
(ii) Darjeeling is better than any other hill station in India. (Change to Superlative Degree)
(iii) The two first candidates got through the interview. (Correct the sentence)
(iv) He has scored good marks. (Change to Interrogative) (1.5×4)

Q5 a. Read the passage given below carefully and answer the questions that follow:

In 1996, the International Commission on Education for the Twenty-first Century led by Jacques Delors presented UNESCO with its landmark report *Learning: The Treasure Within*. The Delors report, written at the dawn of a new century, called for a critical rethink of the aims and the means of education. As the report claimed, education should be based on four fundamental pillars: learning to know, learning to do, learning to live together and learning to be.

Nearly two decades later, the Delors report and its four pillars of learning have shaped policy debate and practice across numerous countries of the Asia-Pacific region and beyond, and continue to influence the education policies and practices of national governments and the work of international development partners including UNESCO, the World Bank and other international organizations.

Of all the four pillars, the Delors Commission placed particular significance on Learning to Live Together (LTLT) which according to its authors, rests at the heart of learning and which may be viewed as the crucial foundation of education. "Learning to live together, by developing an understanding of others and their history, traditions and spiritual values and, on this basis, creating a new spirit which, guided by recognition of our growing interdependence and common analysis of these risks and challenges of the future, would induce people to implement common projects or to manage the inevitable conflicts in an intelligent and peaceful way".

The significance of the four pillars of learning, and in particular, LTLT, has certainly not decreased in recent years. Indeed, given the multivariate tensions and threats to peace and security in the 21st Century both at local and global levels, questions around the ultimate aims and means of education has led many to reflect on the tremendous need for empathy, respect for diversity and tolerance in our increasingly interconnected world. This is reflected in the importance placed on Global Citizenship Education (GCE), including via the UN Secretary-General's Education First Initiative, which considers the fostering of Global Citizenship a global priority.

Despite the significance of LTLT in the 21st Century, and despite numerous international initiatives to nurture LTLT competencies, there exists little information on how this supposition is effectively translated into national policies and curricula, and eventually into the reality of schools, including teaching and learning practices.

LTLT occurs through the two complementary processes: the 'discovery of others' and the 'experience of shared purposes' which lead to the development of key illustrative competencies including empathy, cultural sensitivity, acceptance, communication skills, teamwork and leadership.

Currently, this method of education is promoted in countries like Thailand, Sri Lanka, Australia to name a few. With regard to the four areas of education systems examined, there have been various report findings to illustrate how LTLT, through these complementary processes, is promoted in national education systems.

Source: www.unesco.org

Questions:

Answer the following:

- (i) What is the importance of Delors Report?
 - (ii) What are the four pillars of Delors commission?
 - (iii) What are two complementary processes by which LTLT occurs? **(2×3)**
- b. Write a short note on the 5 types of reading styles. **(6)**
- 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. **(6)**
- b. What are the main parts of a business letter? **(6)**
- Q.7** a. Explain the types of listening. **(6)**
- b. Write a note on the importance of feedback skills in Management and Administration. **(6)**
- Q.8** a. What are the methods of collecting data in preparing a report? **(6)**
- b. How is *table of contents* different from *abstract or summary* in a report? **(6)**
- Q.9** a. What are the various components of leadership skills? **(6)**
- b. Which type of questions are to be prepared for all interviews? **(6)**