

**Subject: COMMUNICATION SKILLS & TECHNICAL WRITING**

Time: 3 Hours

**JUNE 2011**

Max. Marks: 70

**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 10 marks.**
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**Q.1 Choose the appropriate alternative in the following: (2×10)**

a. When the reported speech reproduces the actual words of the speaker, this is called \_\_\_\_\_.

- (A) Direct Narration                      (B) Indirect Narration  
(C) Affirmative Speech                  (D) Interrogative Speech

b. Communication can be formal as well as \_\_\_\_\_.

- (A) Downward                              (B) Upward  
(C) Horizontal                              (D) Informal

c. Bio-Data is also called \_\_\_\_\_.

- (A) Body of the letter                      (B) Complimentary close  
(C) Curriculum Vitae                      (D) Application for a job

d. Words with similar meanings are called \_\_\_\_\_.

- (A) Antonyms                              (B) Homonyms  
(C) Homophones                              (D) Synonyms

e. The full form of IFFCO is \_\_\_\_\_.

- (A) International Film Festival Company  
(B) Illegal Film Festival Company  
(C) Indian Farmers Fertilizers Corporation Limited  
(D) Institute of Film Festival Corporation Limited

f. The stops are also called \_\_\_\_\_.

- (A) Lips closed                              (B) Tongue-point stop  
(C) Tongue-back stop                      (D) Plosives

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- g. The word, "extra" has \_\_\_\_\_ syllables.
- (A) One (B) Two  
(C) None (D) Three
- h. A compound with adjective + noun is called \_\_\_\_\_ compound.
- (A) Attributive (B) Exocentric  
(C) Numerative (D) Determinative
- i. Hoarseness is a \_\_\_\_\_.
- (A) Disease (B) Aetiology  
(C) Symptom (D) Carcinoma
- j. Without feedback, there cannot be a purposeful \_\_\_\_\_ communication.
- (A) One way (B) Two way  
(C) None way (D) Three way
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**Answer any FIVE questions out of the following EIGHT questions.  
Each question carries 10 marks.**

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- Q.2** a. Discuss the importance of writing skills. Which elements make this skill more effective? (5)
- b. Discuss some audio-visual aids people use in public presentations like seminars, press conferences, etc. (5)
- Q.3** a. What general considerations are taken into account in writing a good report? (5)
- b. What are Hard Skills? Why do public administration, business management, military organization, etc. need Hard Skills? (5)
- Q.4** a. What qualities are judged in a Group Discussion? Discuss. (5)
- b. How should we communicate in a pluralistic society like India? (5)
- Q.5** a. Use these words as different parts of speech in sentences:  
since, only, near, yet. (5)
- b. Correct the following sentences:
- (i) Let you and I do it.  
(ii) Time and tide wait for no man.  
(iii) I was so lonely.  
(iv) Please excuse me being late.  
(v) Please take care your belongings. (5)

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- Q.6** a. What are the merits and limitations of written communication? (5)  
b. How do we overcome the barriers to communication? (5)
- Q.7** a. Why are idioms and phrases called “iron-cast terms”? (5)  
b. Convert the following sentences as directed:  
(i) He is certain of giving you profit. (Convert into a complex sentence)  
(ii) The company paid off its past debts. (Convert into a complex sentence)  
(iii) He was pleased that he had won the prize. (Convert into a simple sentence)  
(iv) I have no money that I can spare. (Convert into a simple sentence) (5)
- Q.8** a. Write the significance of body language in an interview. (5)  
b. What are the essentials of good communication? (5)
- Q.9** a. Write a note on “SQ3R” system of study. (5)  
b. What points should we take into account in preparing agenda and minutes of a meeting? (5)