

DiplETE – ET/CS (Current & New Scheme)

Time: 3 Hours

JUNE 2016

Max. Marks: 80

PLEASE WRITE YOUR ROLL NO. IN 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. 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. Which of the following is *not* a part of vertical upward communication?
(A) open door policy
(B) ombudsperson
(C) special meeting
(D) command and control system
- b. The speed of skimming of a poor reader is
(A) 90-125 WPM (Words Per Minute)
(B) 150-180 WPM
(C) 180-250 WPM
(D) cannot skim at all
- c. Analytical Writing involves
(A) critical analysis of a problem
(B) description of an object, appliance, process
(C) composite picture of a problem
(D) narrating a situation, event or a person
- d. Choose the correct *synonym* for the word 'damp'
(A) Moist
(B) Dry
(C) Wet
(D) Wooden
- e. The appropriate *antonym* for the word 'defend' is
(A) Defy
(B) Care
(C) Protect
(D) Dare
- f. Choose the correct passive for the sentence-*Your good result has not surprised us.*
(A) *Your good result has not been surprised by us.*
(B) *We were not surprised by your good result.*
(C) *We have not been surprised by your good result.*
(D) *We have not being surprised by your good result.*
- g. Which is not a type of communication?
(A) verbal communication
(B) non-verbal communication
(C) lateral communication
(D) liberal communication

Code: DE99/DC99/ DE138/DC138

Subject: COMMUNICATION SKILLS & TECHNICAL WRITING

- h. Which of the following is taken in the Main Body of a Report?
 (A) Description (B) Acknowledgement
 (C) Contents (D) Bibliography
- i. Choose the word which is nearest in meaning to the word 'acquire'
 (A) Get (B) Responsible
 (C) Attain (D) Train
- j. Choose the word which be formed by using the prefix 'in'
 (A) Able (B) Ordinary
 (C) Complete (D) Tidy

Answer any FIVE out of EIGHT questions.

Each question carries 12 marks.

- Q.2** a. Define communication. Explain the process of communication. (6)
 b. Explain the parameters by which we can make our communication effective. (6)
- Q.3** a. Distinguish between *studying* and *skimming* reading styles. (6)
 b. What strategy can be adopted for achieving reading fluency? (6)
- Q.4** a. Find the Direct object from the following sentences: (1.5×4=6)
 (i) Buy me one.
 (ii) She made herself a cup of tea.
 (iii) Will you do me a favour?
 (iv) Can you get me a copy of that book?
- b. Do as directed (1.5×4=6)
 (i) We did not pay the driver. (Change to Passive)
 (ii) Politics in India is in a bad state. (Change to Superlative)
 (iii) I would have loved to again see the movie. (Correct the sentence)
 (iv) He not only made a promise but kept it. (Change to simple sentence)
- Q.5** a. Explain any three barriers to listening. (6)
 b. Compare and contrast one way communication and two way communication. (6)
- Q.6** a. Write Antonyms of the following adjectives:- (1×6=6)
 (i) angry (ii) calm (iii) cool
 (iv) true (v) raw (vi) weak
- b. Write the synonyms of the following adjectives: (1×6=6)
 (i) fair (ii) damp (iii) old
 (iv) similar (v) safe (vi) hard
- Q.7** a. Write at least three dos and don'ts of group discussions. (6)
 b. Write about three skills required for participating in a meeting. (6)
- Q.8** a. What are the different sources and methods of collecting data? (6)
 b. Differentiate between *acknowledgement* and *table of contents* in a Technical report. (6)
- Q.9** a. Write the difference between Agenda and Minutes of a meeting. (8)
 b. What are the 04 components that a paragraph of about 150 words may have? (1×4=4)