

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

Time: 3 Hours

**June 2019**

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)**

- a. \_\_\_\_\_ 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
- b. Minutes should be signed by  
(A) Presiding officer  
(B) all members  
(C) Secretary  
(D) Intelligent officer
- c. The word ‘agendum’ (agenda) is a \_\_\_\_\_ word.  
(A) Latin  
(B) Greek  
(C) Spanish  
(D) French
- d. Match the word “traverse” with its meaning.  
(A) Delivers  
(B) Properly explained  
(C) Flows  
(D) Cross
- e. In narrative writing, a situation is presented with an element of \_\_\_\_\_.  
(A) drama  
(B) professionalism  
(C) science  
(D) analysis
- f. A bibliography includes \_\_\_\_\_.  
(A) preface  
(B) conclusions  
(C) list of published works  
(D) appendices
- g. Hearing without understanding is known as \_\_\_\_\_.  
(A) Passive listening  
(B) Active listening  
(C) Peripheral listening  
(D) Marginal listening

- h. *Lateral Communication* in an organization would mean communication with \_\_\_\_\_.
- (A) employees at lower level
  - (B) colleagues and the peer group
  - (C) the immediate boss and higher-ups
  - (D) officials of other organization
- i. An argument in a court of law is an example of \_\_\_\_\_.
- (A) sensitive listening
  - (B) passive listening
  - (C) marginal listening
  - (D) projective listening
- j. An agenda does not contain \_\_\_\_\_.
- (A) place of meeting
  - (B) time of meeting
  - (C) item by item presentation
  - (D) speeches

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

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- Q.2** a. Write a short note on the role of communication skills in our society. (6)
- b. What are the merits and limitations of written communication? (6)
- Q.3** a. Give synonyms for the following words: (6)  
*idea, hunger, aid, annual, intention, principle*
- b. Correct the following sentences: (6)
- (i) The news are true.
  - (ii) He fought brave.
  - (iii) Ram is bolder than any boy of the class.
  - (iv) Ram is more better than sham.
  - (v) He met a girl which eyes were blue.
  - (vi) The train reached at the station in time.
- Q.4** a. What do you mean by combination of sentences? Explain with examples. (6)
- b. Do as directed (6)
- (i) They are taking the patient to the hospital. (Change to Passive)
  - (ii) Ram is very pleased. He has won a prize. (Combine the Sentences)
  - (iii) Darjeeling is better than any other hill station in India. (Change to Superlative Degree)
  - (iv) He worked very hard. He completed the report in time. (Combine the Sentences)
  - (v) He has scored good marks. (Change to Interrogative)
  - (vi) He said, "I want to buy a book." (Direct into indirect)

**Q.5** a. Read the passage below and answer the questions that follow: (6)

I admired father tremendously. He seemed to me the embodiment of strength and courage and cleverness, far above, all the other men I saw, and I treasured the hope that when I grew up I would be rather like him. But much as I admired him I feared him also. I had seen him losing his temper at servants and others and he seemed to be terrible then and I shivered with fright, mixed sometimes with resentment, at the treatment of a servant. His temper was indeed and awful thing and even in after years I do not think I ever came across anything to match it in its own line. But, fortunately, he had a strong sense of humour also and an iron will, and he could control himself as a rule. As he grew older this power of control grew and it was very rare for him to indulge in anything like his old temper.

One of my earliest recollections is of this temper, for I was the victim of it. I must have been about five or six then. I noticed one day two fountain-pens on his office table and I looked at them with greed. I argued with myself that father could not require both at the same time and so I helped myself to one of them. Later I found that a mighty search was being made for the lost pen and I grew frightened at what I had done, but I did not confess. The pen was discovered and my guilt was proclaimed to the world. Father was very angry and he gave me a tremendous thrashing. Almost blind with pain and mortification at my disgrace I rushed to mother, and for several days various dreams and ointments was applied to my aching and quivering little body.

- (i) Why did the writer admire his father tremendously?
- (ii) When did the writer feel afraid and angry at the same time?
- (iii) What redeeming qualities did the writer's father possess?
- (iv) Did the writer think that he was doing something wrong when he took away one of the fountain-pens?

**b.** Give antonyms of these words: (6)  
*always, angry, strength, discover, encourage, ordinary*

**Q.6** a. You are a degree holder in Electronics and Telecommunication Engineering. Write an application along with your bio-data for the post of Assistant Engineer in ABC Pvt. Ltd. (8)

b. What is scientific and technical writing? (4)

**Q.7** a. Draw a comparison between Effective Listeners and Ineffective listeners. (6)

b. Explain the three main constituents of public speaking? (6)

**Q.8** a. Describe the structure of a report with an example. (8)

b. What are the four methods of collecting data? (4)

**Q.9** a. Give the importance of body language in an interview. (6)

b. What does the selection process of a Campus Interviews involve? (6)