

**DiplETE – ET/CS (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 each of the following: (2×10)**

- a. Which is not a type of communication?  
 (A) verbal communication                      (B) non-verbal communication  
 (C) lateral communication                      (D) liberal communication
  
- b. Which is not an example of downward communication?  
 (A) House Journal                                  (B) Questionnaire  
 (C) E-mail    (D) Annual report
  
- c. In English language the basic sentence pattern is  
 (A) Subject-Verb-Object                          (B) Subject-Verb  
 (C) Subject-Object-Verb                          (D) None of these
  
- d. The SQ3R stands for  
 (A) Survey, Question, Read, Recite, Revise  
 (B) Survey, Question, Recite, Revise, Read  
 (C) Survey, Question, Revise, Read, Recite  
 (D) Survey, Question, Read, Revise, Recite
  
- e. The preface to a book is written by \_\_\_\_\_, whereas the forward is written by  
 (A) publisher, author,                              (B) author, somebody else  
 (C) author, publisher                                (D) somebody else, author
  
- f. The biggest barrier to listening is the \_\_\_\_\_ of the listener.  
 (A) personal stress                                  (B) self confidence  
 (C) fear    (D) ego
  
- g. Timing and \_\_\_\_\_ of speech are important in an effective presentation.  
 (A) duration    (B) topic  
 (C) aim    (D) content

- h. The scientific names of living organisms are written only in  
 (A) Greek (B) Russian  
 (C) Spanish (D) Latin
- i. A meeting is normally convened by the  
 (A) Chairman (B) Secretary  
 (C) Shareholder (D) Vice President
- j. The units of sound produced during breathing out are called  
 (A) Syllables (B) Morphemes  
 (C) Phonemes (D) Signs

---

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

---

- Q.2** a. What are the different types of Formal Communication? (6)
- b. State two barriers to communication and suggest ways to overcome these barriers. (6)
- Q.3** a. Write Antonyms of the following: (6)
- |             |                 |
|-------------|-----------------|
| (i) legal   | (ii) fast       |
| (iii) often | (iv) beneficial |
| (v) vacant  | (vi) encourage  |
- b. Write the synonyms of the following: (6)
- |                 |                 |
|-----------------|-----------------|
| (i) transparent | (ii) control    |
| (iii) furious   | (iv) principle  |
| (v) opportunity | (vi) frequently |
- Q.4** a. Do as directed: (1.5×6)
- (i) Bharat goes to school (Change into future).
  - (ii) Politics in India is in a bad state. (Change to Superlative)
  - (iii) I am eating a banana. (Change the voice)
  - (iv) I would have loved to again see the movie. (Correct the sentence)
  - (v) He has told us, "I am coming". (Change the narration)
  - (vi) Shimla is the best hill-station of India. (Change to comparative degree)
- b. Correct the following sentences: (3)
- (i) One of the boy was playing in the garden.
  - (ii) Let you and I solve this problem.
  - (iii) What is the time in your watch?
- Q.5** a. Read the passage given below and answer the questions that follow:
- It is common knowledge that farmers have to depend on the weather for their operations. For instance they have to wait for bright sunshine to dry the hay

after harvest; and if they miss it, the hay will be ruined by exposure to mist or rain.

All of us are in the same position as the farmer. Life is as uncertain as the weather. There are several unpredictable factors in life. No one can predict when death will snatch him away. Health, wealth, help, cooperation of friends and relatives are all uncertain factors. Opportunities for education, employment, progress etc are also unpredictable. That man is therefore, wise who seizes a situation, an opportunity etc when it comes along and makes the fullest use of it, to achieve his ends in life. He will fail in life if he is not vigilant and lets slip these opportunities.

We see these days a number of young persons in schools and colleges, frittering away their time on things other than studies. They let slip their opportunities in their formative years and later repent for their folly. It is therefore necessary that we seize opportunities when they come to us and use them to our best advantage.

- (i) What do farmers have to depend on? (1)  
(ii) What are unpredictable factors in life? (1)  
(iii) Who is wise according to the author? (2)  
(iv) Why do a number of young persons in school and colleges repent? (1)  
(v) Give a suitable title to the passage. (1)
- b. Describe the process of reading. (6)
- Q.6** a. What are the main characteristics of technical writing? Illustrate with examples. (3+3)  
b. Explain the difference between an abstract and a summary. (6)
- Q.7** a. Write a note on soft skills and their main components. (6)  
b. How to make speech effective and interesting? (6)
- Q.8** a. Explain any two methods of collecting data. (6)  
b. Write the difference between Agenda and Minutes of a meeting. (6)
- Q.9** a. What are the main points to remember in writing resume? Explain any six. (6)  
b. What qualities people judge in Group Discussion? Discuss. (6)