

**AMIETE – ET/CS/IT (NEW SCHEME)**

Time: 3 Hours

**JUNE 2012**

Max. Marks: 70

**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 10 marks.
- Any required data not explicitly given, may be suitably assumed and stated.

**Q.1 Choose the appropriate alternative from among the following: (2×10)**

a. The principle of proximity between subject and verb is based on the basic theory of \_\_\_\_\_

- |                   |               |
|-------------------|---------------|
| (A) Communication | (B) Sentence  |
| (C) Grammar       | (D) Paragraph |

b. A relative clause, i.e., adjective clause should preferably be placed immediately after the \_\_\_\_\_

- |                |             |
|----------------|-------------|
| (A) Adjectives | (B) Verbs   |
| (C) Noun       | (D) Adverbs |

c. An antonym refers to a word that means the \_\_\_\_\_ of another word.

- |               |              |
|---------------|--------------|
| (A) similar   | (B) opposite |
| (C) different | (D) new word |

d. Choose the correct one

- |                                 |                                    |
|---------------------------------|------------------------------------|
| (A) Please excuse me being late | (B) The honesty is the best policy |
| (C) Let you and me do it        | (D) I was so lonely                |

e. When verbs come with some prepositions and /or adverbs in such a manner that they form a fixed group of words with a special meaning they are called \_\_\_\_\_

- |                           |             |
|---------------------------|-------------|
| (A) Idioms                | (B) Verb    |
| (C) One word substitution | (D) Phrases |

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f. The antonym of the adjective, 'generous' is \_\_\_\_\_

- (A) refuse (B) extravagant  
(C) selfish (D) vaguely

g. The synonym of the noun, 'admission' is \_\_\_\_\_.

- (A) Entry (B) Start  
(C) Rule (D) Obey

h. 'Love for mankind'. Convert into one word substitution.

- (A) Philanthropy (B) Misanthrope  
(C) Philanthropist (D) Anarchist

i. E-mail can be sent

- (A) as a fax (B) as a phone call  
(C) as a letter (D) in a face to face meeting.

j. Excellent stands for \_\_\_\_\_

- (A) 91-100 (B) 66-79  
(C) 50-65 (D) 80-90

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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. Explain body language for interviews. (6)

b. To make our words effective we need to give attention to tone, tempo, emphasis and phrasing. Explain. (4)

**Q.3** a. Do as directed:

- i) This rose is very much beautiful. (Correct the sentence)  
ii) We only walked a kilometer (Correct the sentence)  
iii) What a very lame excuse ! (Change into assertive)  
iv) Who is knocking at the door? (Change into passive)  
v) It is now time to take attendance (Change into passive)  
vi) He has told us, "I am coming". (Change into indirect) (6)

b. Explain the components of an effective talk. (4)

**Q.4** a. Read the passage given below carefully and answer the questions that follow:

The leaders create the right environment in which people are encouraged to perform well and enjoy what they do. The hallmark of a talented leader is someone with genuine passion, a desire to make an impact, an understanding of when to lead and when to step back and empower a team to deliver. True leaders are easily approachable. They have mastered the art of relationships. They understand the power of networks.

Another vital asset in the “leadership profile” is diversity. Companies have awakened to the need for diversity in their leadership whether diversity of age, gender or ethnicity. Real talent knows no age barriers and so career development opportunities and progression must be based not on tenure but on capability – “if I am good and I demonstrate that I can deliver, I want it now!” The right work environment is non-bureaucratic, supports risk-takers and provides constant intellectual challenges. Entrepreneurial environments give individuals the chance to get involved in many aspects of the business. In today’s world slow is riskier than wrong; great leaders turn mistakes into opportunities.

Finally, while good leadership and the right environment are fundamental, so are “the basics” – setting realistic expectations, giving timely feedback, having meaningful career discussions, delivering against the promises of learning opportunities and new experiences. A little real attention may mean more than a hundred hours of process. The basics are about helping talented individuals to set their goals and develop, to enable them to build their networks, to connect with others, to learn, to coach and to stretch themselves at the same time. The following qualities and responsibilities must be made in a good leader:

Leaders must be willing to take on new responsibilities that go beyond their defined scope of work.

They ought to take complete responsibility of the projects they undertake. They need to have a completion factor that drives them to execute any assignment given to them.

Leaders must be mentally tough and be prepared for any criticism of their work. They must learn to delegate but their strength lies in learning from mistakes.

They also think differently. They should follow a solution-centric approach, without letting problems and issues come in the way of a big goal. They need to view obstacles and bottlenecks in the right perspective and effectively resolve them.

They must be self-motivated. They should feel the urge to excel in any challenge presented to them.

**Questions:**

- i) What are the signs of a talented leader?
- ii) What is the right environment of successful leadership?
- iii) What are the basics for setting goals for a leader? (2×3)

- b. What makes one a leader? (4)

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- Q.5** a. What are various tactics used for effective reading? (6)  
b. Explain the media of communication. (4)
- Q.6** a. Explain the different types of writing. (6)  
b. Giving one example, describe what is explanatory writing. (4)
- Q.7** a. Describe different steps in the process of reading. (6)  
b. What is the role of wit and humour in speech? (4)
- Q.8** a. Explain overcoming barriers to effective listening. (6)  
b. Which type of questions are to be prepared for all interviews? (4)
- Q.9** a. What are the essentials elements of business correspondence? (6)  
b. What are the objectives of business letters? (4)