ROLL NO.	

Code: AE138/AC138/AT138 Subject: COMM. SKILLS & TECHNICAL WRITING

AMIETE - ET/CS/IT {NEW SCHEME}

Time: 3 Hours	JUNE 2014	Max. Marks: 80
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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 Ω 1 must be written in

Q.1	Choose the appropriate al	ternative from among the following:	(2×10)
	a. Choose the correct anton	a. Choose the correct antonym for the word "beneficial"	
	(A) harmful(C) harmless	(B) useful(D) arrogant	
	b. The suitable synonym fo	r the word 'confess' is	
	(A) reject(C) agree	(B) admit(D) disdain	
	c. Choose the correct Pas inauguration of the new	sive of the sentence "Many people went to see airport."	the
	(B) Many people had bee(C) Many people went to	o see the airport to be inaugurated. en to see the airport to be inaugurated. o see the airport which was to be inaugurated. gurated by many people who went to see.	
	d. Choose the word which i	d. Choose the word which is nearest in meaning to the word 'diligent'	
	(A) active(C) hard working	(B) lazy(D) indolent	
	e. Choose the word which	cannot be formed by using the prefix 'in'	
	(A) active(C) complete	(B) take (D) tidy	

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- f. Meetings are called for what purpose:
 - (A) To have tea & cookies
- (B) To take decision

(C) To do a job

- (**D**) To share happiness
- g. In the listening process, "receiving" refers to
 - (A) physically hearing the message (B) uttering the message
- - **(C)** interpreting the message
- (**D**) repeating the message
- h. Active listening involves
 - (A) Levelling and assimilation
- **(B)** Hearing only
- (C) Superficial listening
- (**D**) Half hazard listening
- i. A psychometric test does not measure
 - (A) Mental Aptitude
- (B) Competence
- (C) Physical behaviour
- (**D**) Intelligence

- j. CV stands for
 - (A) Carrier vitae

- **(B)** Curriculum valuation
- (C) Carrier valuation
- (**D**) Curriculum vitae

Answer any FIVE out of the following EIGHT questions. Each question carries 12 marks.

- **Q.2** a. State the various media of communication and describe any two media. **(6)**
 - Explain at least three limitations of oral as well as written communication. (6)
- 0.3 a. Suggest ways of improving our concentration in reading. **(6)**
 - b. Distinguish between Narrative Writing and Descriptive Writing. **(6)**
- 0.4 a. Read the passage and answer the following questions:

Spit keeps our mouths moist and softens our food when we chew. Without spit in our mouths, we would have a hard time talking. We would find it even harder to swallow. But for some animals, spit works better after it has left the mouth. Some animals are experts at surviving because they are expert spitters. Llamas are animals often found in petting zoos and farms. These animals seem to like their personal space. A llama that feels threatened or annoyed will spit slimy gobs at you to get you to leave it alone. Sometimes llamas even spit on each other to steal food! This trick usually works, because llama spit includes food from the llama's stomach, and it can be quite smelly. When a llama spits on another animal, the animal usually loses its appetite and walks away, leaving its food behind. The archer fish is a very skilled spitter. This fish is

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like a submarine with a loaded weapon. It takes aim and spits jets of water at insects and other small creatures to knock them into the water. Then it gulps them down quickly. To create such a forceful stream of water, an archer fish closes its gills, and uses its tongue to form a tube in its mouth. Then the fish sticks its snout out of the water and aims. Aim! Launch! Lunch! Spitting cobras are also known for their expert aim. These snakes spray poisonous venom from their fangs to protect themselves. Scientists believe that these snakes actually aim for the eyes! When the cobra's venom gets into the eyes of an animal, the venom causes terrible pain, and even blindness. This gives the snake plenty of time to get away. Spitting is considered to be rude behavior in people. But for some animals, spitting can be a smart way to get lunch —or a clever way to avoid becoming lunch.

(i) How does spit in our mouth help us?	(1)
(ii) How does the llama use its spit to it's advantage?	(2)
(iii) The arch fish is skilled spitter. Justify.	(1)
(iv) Why does the cobra spit venom?	(1)
(v) Say true or false. "Do not spit."	(1)
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- b. Do as directed
 - (i) He said to me, "Why did you conceal the incident from me?" (Change the narration)
 - (ii) He is the best student in our class. (Change to comparative Degree)
 - (iii)The director ordered his junior to immediately report. (Correct the sentence)
 - (iv) He is certain that he will give you profit. (Convert into a simple sentence) $(1.5 \times 4=6)$
- **Q.5** a. Choose from the following sentences subject \times verb, object & adjectives:
 - (i) Get yourself ready.
 - (ii) The sun keeps us warm.
 - (iii) The cold weather turned the leaves red.
 - (iv) I found the box empty.

 $(1.5 \times 4 = 6)$

- b. Design a CV of a candidate applying for the post of Software Engineer in TCS. (6)
- **Q.6** a. State different types of listening and explain any two types of listening. (6)
 - b. Discuss the problem of moulding the audience to the speaker's objective. (6)
- Q.7 a. Write a note on soft skills for Global leadership. (6)

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- b. What are the main features of campus recruitments? (6)
- **Q.8** a. Write the antonyms of the following by changing the prefix:
 - (i) absent

(ii) ascend

(iii) export

(iv) external

(v) increase

(vi) emigrant

 $(1 \times 6 = 6)$

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b. Write the synonyms of the following verbs:

(i) look

(ii) try

(iii) discover

(iv) teach

(v) plan

(vi) heal

(6)

Q.9 a. What is PPRA formula used in the planning of a report?

(6)

(6)

b. How is table of contents different from abstract or summary in a report?