

## AMIETE – ET/CS/IT

Time: 3 Hours

JUNE 2014

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 appropriate alternative from among the following: (2×10)**

a. The *Grapevine Communication* is a part of \_\_\_\_\_.

- (A) lateral communication
- (B) horizontal communication
- (C) both lateral and horizontal communication
- (D) diagonal communication

b. The word “saccade” in the reading process means \_\_\_\_\_.

- (A) smooth movement of eyes
- (B) cursory glance
- (C) slow movement of the eyes
- (D) motion of eyes in an irregular sequence of rapid jerks

c. The size of the *précis* must be \_\_\_\_\_.

- (A) two-third of the original passage
- (B) one-third of the original passage
- (C) one-fifth of the original passage
- (D) half the size of the original passage

d. The correct antonym for the word, ‘tame’ is \_\_\_\_\_.

- (A) kind
- (B) selfish
- (C) tender
- (D) wild

e. The suitable *synonym* for the word, ‘coarse’ is \_\_\_\_\_.

- (A) rough
- (B) fine
- (C) voice
- (D) syllabus

**Code: AE99/AC99/AT99 Subject: COMM. SKILLS & TECHNICAL WRITING**

f. Choose the correct form for the sentence-“*Do not expect good result by one experiment*”.

- (A) Negative (B) Affirmative  
(C) Exclamatory (D) Imperative

g. The Verb Pattern used in the sentence, ‘I wrote a story’ is:

- (A) Subject Verb Direct Object (B) Subject Verb to infinitive  
(C) Subject Verb Object Adjective (D) Subject Verb Gerund

h. \_\_\_\_\_ skills are tested in an interview for a job.

- (A) Writing (B) Reading  
(C) Communication (D) Technical

i. Soft Skills in communication do *not* include

- (A) persuasion  
(B) motivation  
(C) communication among workers  
(D) communication only from top to bottom

j. Which of these is *not* an audio-visual aid?

- (A) Slides (B) Flip chart and Models  
(C) Films and Videos (D) Verbal elements of Speech

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

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**Q.2** a. Explain Grapevine communication with the help of one example of your own. (6)

b. What are formal upward channels of communication? (6)

**Q.3** a. Explain briefly the four major aspects of reading process. (6)

b. Describe the five types of reading styles. (6)

**Q.4** a. Do as directed: (6)

(i) We have done well in our test. (Change to Interrogative)

(ii) He said, “The sun rises in the east”. (Change to indirect narration)

(iii) The sight is so beautiful that it cannot be true. (Transform the sentence using ‘too’)

(iv) The Niagara Falls in Canada is the best waterfall in the world. (Change to comparative)

(v) He was very weak so he couldn’t work. (Transform into a simple sentence)

(vi) Ram defeated Ravana. (Change the voice)

- b. Correct the following sentences:
- (i) He was very surprised by the news.
  - (ii) She is the girl whom I like.
  - (iii) He hanged his coat on the peg.
  - (iv) He is very much brilliant.
  - (v) Ram is more better than sham.
  - (vi) The train reached at the station in time. (6)

**Q.5** Draft a covering letter along with the resume in response to the following advertisement:

*“Eureka Forbes, Nehru Place, New Delhi is looking for dynamic Sales Executives Candidates with minimum 2 years sales experience and good command of English may apply within 10 days to the Manager, HR, The Hindustan Times, K.G. Marg, New Delhi.” (12)*

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

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

**Q.7** a. How would you prepare yourself to attend an interview? (6)

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

**Q.8** a. What is the standardised structure of a report? (6)

b. Combine the following pairs of sentences:

- (i) He is very lucky. He got the job.
- (ii) Ram is very pleased. He has won a prize.
- (iii) He worked very hard. He completed the report in time. (2×3 = 6)

**Q.9** a. What are the methods of collecting data in preparing a report? (6)

b. Give the synonyms of the following: (Any **SIX**)  
*aid; accurate; fair; select; leave; hard; safe, annual* (6)