

**DiplETE – ET/CS {NEW SCHEME}**

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 correct or the best alternative in each of the following: (2×10)**

a. Which of the following is *not* a part of vertical downward communication?

- |                    |                             |
|--------------------|-----------------------------|
| (A) Annual Reports | (B) Handbooks and Pamphlets |
| (C) Questionnaires | (D) Poster and Bulletins    |

b. A good reader should be able to read

- (A) 200-300 WPM (Words Per Minute)  
 (B) 250-350 WPM  
 (C) 150-250 WPM  
 (D) 100-200 WPM

c. Explanatory Writing involves

- (A) critical analysis of a problem  
 (B) description of an object, appliance, process  
 (C) composite picture of a problem  
 (D) narrating a situation, event or a person

d. Choose the correct *synonym* for the word 'envy'

- |           |               |
|-----------|---------------|
| (A) pride | (B) suspicion |
| (C) dull  | (D) jealousy  |

e. The appropriate *antonym* for the word 'danger' is

- |            |             |
|------------|-------------|
| (A) safety | (B) unsafe  |
| (C) menace | (D) freedom |

f. Choose the correct narration for the sentence-*He said, "I want to buy a car"*.

- (A) He said that he wanted to buy a car  
 (B) He said that he wants to buy a car  
 (C) He said that he had wanted to buy a car  
 (D) He said that he was wanting to buy a car

- g. Which of the following is not taken in the Front matter of a Report?
- (A) Preface (B) Acknowledgement  
(C) Contents (D) Bibliography
- h. Choose the word which is nearest in meaning to the word 'aid'
- (A) help (B) abandon  
(C) heal (D) indifferent
- i. Choose the word which be formed by using the suffix 'less'
- (A) Able (B) Load  
(C) Complete (D) Lively
- j. The best example of One way Communication is
- (A) Talking over the phone (B) Watching Television  
(C) Sending an SMS (D) Chatting on the internet

---

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

---

- Q.2** a. What is communication? (6)
- b. State two barriers to communication and suggest ways to overcome these barriers. (6)
- Q.3** a. Explain three types of reading styles. (6)
- b. Write short notes on Agenda and Minutes of a meeting. (6)
- Q.4** a. Read the passage below and answer the questions that follow:

What Australian mammal can leap 25 feet in one hop and move for short periods at 35 miles an hour? The red kangaroo. A full grown male stands as tall as a six foot person and weighs 200 pounds. This is slightly bigger than the grey kangaroo, making it the world's largest marsupial. What's a marsupial? A mammal where the mother has a pouch for carrying, feeding and protecting her young. While a red kangaroo may be the largest marsupial, the newborn baby is tiny, under an inch long. After a few months of sleeping, nursing and growing in mom's stomach pouch the young kangaroo (joey) begins to come out. But it hurries back to the pouch fast when frightened, hungry or cold. Eventually, the joey gets so big it hangs out of the pouch. Then, at eight months old, it stays out. But the joey remains close to mom until ready to live on its own. Red kangaroos are good swimmers. However, they are best known for their hopping abilities. Their long, powerful hind legs have big feet. Hopping moves them quickly over their grassy, shrubby and desert habitats. Meanwhile, a thick tail helps them balance and steer. What do red kangaroos eat? Grass, leaves and other vegetation. And guess what - they often

regurgitate food and chew their cud just like a cow. The red kangaroo's vegetarian diet provides much of its water. It can also go long periods without drinking. Staying in the shade, panting and limiting most activity to nighttime helps the red kangaroo conserve water and stay cool. Red kangaroos travel together in groups called mobs. Mobs include both males and females, with one male being dominant. Males show their dominance by "boxing" with other males. They balance on their tails and try pushing each other off balance with their forearms or by kicking their hind legs. This kicking ability, along with their sharp claws, can also be used by kangaroos to defend against Australia's wild dog, the dingo.

- (i) Why is the kangaroo called a marsupial animal? (1)
- (ii) What do the red kangaroos eat? (1)
- (iii) What helps the Kangaroos to go long periods without drinking water? (1)
- (iv) How do the kangaroos defend themselves from their enemies? (1)
- (v) Describe the early childhood of a kangaroo baby. (2)

b. Do as directed

- (i) Who has written the book? (Change to Passive)
- (ii) No other flower is as beautiful as lotus. (Change to Superlative)
- (iii) The committee is meeting for the fourth time. (Correct the sentence)
- (iv) He has tried all plans. (Change to Negative) (1.5×4 = 6)

**Q.5** a. List four features of good listening. (6)

b. What is the difference between Hard Skills and Soft Skills? (6)

**Q.6** a. Explain any two methods of collecting data. (6)

b. Write synonyms of the following nouns:

- |               |             |           |
|---------------|-------------|-----------|
| (i) value     | (iv) riches |           |
| (ii) system   | (v) envy    |           |
| (iii) subject | (vi) defect | (1×6 = 6) |

**Q.7** a. Write a short note on body language for interviews. (6)

b. Describe three features of a good report. (6)

**Q.8** a. Find out the Direct Object from the following sentences:

1. I read him the letter.
2. Please show me that book.
3. He denies her nothing.
4. Will you lend me ten rupees? (1.5×4=6)

b. Write the antonyms of the following nouns:

- |            |            |           |
|------------|------------|-----------|
| (i) adult  | (ii) birth |           |
| (iii) host | (iv) youth |           |
| (v) war    | (vi) sale  | (1×6 = 6) |

- Q.9** a. Make a sample resume of Ravi / Rashi applying for the post of Technical Manager in Flipkart. (6)
- b. What are the etiquette skills expected by MNCs while attending telephone calls by their employees. (6)