

DipIETE – ET/CS

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. What is the time ____ your watch?
- | | |
|--------|--------|
| (A) by | (B) at |
| (C) in | (D) on |
- b. The word communication has been derived from the word “communicate” which is a _____.
- | | |
|----------------|-----------------|
| (A) Greek word | (B) Roman word |
| (C) Latin | (D) Hebrew word |
- c. Which is not an example of downward communication?
- | | |
|-------------------|-------------------|
| (A) House Journal | (B) Questionnaire |
| (C) E-mail | (D) Annual report |
- d. The most significant part of the process of communication is _____.
- | | |
|-------------|--------------|
| (A) address | (B) system |
| (C) notice | (D) feedback |
- e. Which is not an element for making speech effective?
- | | |
|--------------|-----------|
| (A) tone | (B) tempo |
| (C) emphasis | (D) talk |
- f. _____ that you are on time.
- | | |
|------------|------------|
| (A) Surely | (B) Sure |
| (C) Ensure | (D) Surety |

- g. Which is not true?
- (A) A message has 7% verbal elements
 (B) A message has 38% vocal elements
 (C) A message has 55% visual elements
 (D) A message has 7% written elements
- h. To end an essay, we need to write a _____ paragraph.
- (A) opening (B) middle
 (C) concluding (D) illuminating
- i. What is most vital for maintaining the interest of audience during speech?
- (A) furniture (B) dress
 (C) eye contact (D) surroundings
- j. Reading tactics do not include _____.
- (A) labelling (B) skimming
 (C) scanning (D) surveying

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

- Q.2** a. As a Diploma holder in Electronics Engineering, prepare an application with Bio-Data for seeking a job in WIPRO Ltd as a Customer Support Engineer. (8)
- b. Frame four sentences using the verb pattern: Subject Verb Direct Object
 Example : He cut the cake. (4)
- Q.3** a. Explain the structure of a report. (8)
- b. Name the types of reports used in professional and in day-to-day administration. (4)
- Q.4** a. What are soft skills? Where are they used? Mention the important components of these skills. (6)
- b. Explain briefly the types of listening. (6)
- Q.5** a. Describe Reading Tactics? (6)
- b. Correct the following sentences:
 (i) The river has over flown its banks.
 (ii) He ran away lest he would be killed.
 (iii) Let you and I do it.
 (iv) The honesty is the best policy.
 (v) One must love his country.
 (vi) I shall come unless you need me. (6)
- Q.6** a. What is the role of body language in an interview? (6)
- b. Write a short note on attending calls. (6)

Q.7 a. Briefly explain the barriers to communication. (6)

b. How can we overcome the barriers to communication? (6)

Q.8 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. Do as directed: (6)

(i) She goes to school (Change into future).

(ii) I said to Geeta, "Where are you going?" (Change into indirect speech)

(iii) The child threw the ball (Change the voice)

(iv) We only went to the market. (Write 'only' at its proper place)

(v) To his great disappointment he failed in the examinations. (Convert this simple in to a compound sentence)

(vi) I am eating a banana. (Change the voice)

Q.9 a. Briefly explain the elements of effective writing. (6)

b. Give antonyms of: (6)

(i) Honest

(ii) Adult

(iii) Ancient

(iv) Hasty

(v) Employ

(vi) Deep