

Code: AE99/AC99/AT99/AE138/AC138/AT138
Subject: COMM. SKILLS & TECHNICAL WRITING

AMIETE – ET/CS/IT {CURRENT & NEW SCHEME}

Time: 3 Hours

JUNE 2015

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. Which of the following would you consider as *Informal Communication*?

- | | |
|--------------------|------------------------------|
| (A) E-mail & Faxes | (B) Annual Reports |
| (C) House Journals | (D) Saturday Evening Parties |

b. *Association* in Reading process means

- (A) Translation of symbols into meaning
(B) Symbols of facts and ideas
(C) Understanding of meaning of words
(D) Synthesis of new ideas with the old

c. Descriptive Writing involves

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

d. Choose the correct antonym for the word “*contract*”

- | | |
|------------|-------------|
| (A) shrink | (B) dwindle |
| (C) expand | (D) huge |

e. The suitable *synonym* for the word ‘verdict’ is

- | | |
|---------------|-------------|
| (A) victim | (B) convict |
| (C) judgement | (D) summon |

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- f. Choose the correct Indirect narration of the sentence *He said, "Man is gregarious by nature"*.
- (A) He said that man is gregarious by nature
 (B) He said that man was gregarious by nature
 (C) He said that man has been gregarious by nature
 (D) He said that man had been gregarious by nature
- g. Which of the following is taken in the Back Matter of a Report
- (A) Preface (B) Acknowledgement
 (C) Contents (D) Bibliography
- h. Choose the word which is nearest in meaning to the word 'alert'
- (A) watchful (B) careless
 (C) intelligent (D) caring
- i. Two-way communication can also be termed as
- (A) Didactic communication (B) Group communication
 (C) Dyadic communication (D) Unilateral communication
- j. In case of *passive listening*, who should you hold primarily responsible for a lapse of concentration?
- (A) Receiver (B) Sender
 (C) Medium (D) Message

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

- Q.2** a. Explain Vertical and lateral communication. (6)
- b. What are the barriers to communication? Explain *any two* barriers. (6)
- Q.3** a. Explain briefly the problem of feedback in Reading. (6)
- b. Differentiate between Descriptive Writing and Explanatory Writing? (6)
- Q.4** a. Read the passage and answer the following questions:

Imagine this. You step up to the sink, wet your toothbrush, and begin cleaning your pearly whites. Out of the corner of your eye, you see something moving on the wall. Suddenly, you realize you're not alone in the bathroom. Your

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heart pounding, you turn toward the tiny intruder to get a better look. You're horrified to see that it has eight legs, and a pair of oversized pincers on its front end. Is it some kind of miniature octopus, or a bizarre crab? Is it going to sting you? Actually, it's a bug, and it's no more harmful to you than a housefly. This tiny bathroom bug is called a pseudoscorpion (SOO-doh-SCOR-peeuhn). But don't be fooled by its name. It's not really a scorpion; it's just a relative. The pseudoscorpion is a kind of arachnid (uh-RAKnid), which means it is closely related to spiders, scorpions, and mites. Like scorpions, pseudoscorpions have a segmented body and two enormous pincers. But pseudoscorpions lack the curved stinger that all true scorpions have. Pseudoscorpions usually live outside in mulch, under tree bark, and in leaf litter. So how do they end up in the bathroom? They use those pincer-like claws to hitch a ride on other bugs, such as flies and beetles. When these insects come in, so do the pseudoscorpions – attached to their legs! These tiny arachnids prefer moist places. Since the bathroom tends to be humid after bathing and showering, it's a likely place to find them. But they are easily overlooked. Most pseudoscorpions are only about two to eight millimeters long. Pseudoscorpions don't bite or sting humans, and they can even be helpful. These bugs feed on common household pests, such as carpet beetle larvae, ants, mites, and small flies. Welcoming this hitchhiker into your home may mean there are fewer household pests to "bug" you!

- (i) How do pseudoscorpions differ from scorpions? (1)
- (ii) Where do the pseudoscorpions live? (1)
- (iii) How do the pseudoscorpions enter the bathroom? (1)
- (iv) How do the pseudoscorpions help human beings? (1)
- (v) What do the phrases "pearly white" and "hitchhiker" mean? (2)

- b. Do as directed
 - (i) They are taking the patient to the hospital. (Change to Passive)
 - (ii) Darjeeling is better than any other hill station in India. (Change to Superlative Degree)
 - (iii) The two first candidates got through the interview. (Correct the sentence)
 - (iv) He has scored good marks. (Change to Interrogative) (1.5×4=6)

- Q.5** a. Correct the following sentences:-
- (i) Time and tide wait for no man.
 - (ii) IT as well as Management are taught here.
 - (iii) Let you & I do it.
 - (iv) The honesty is the best policy. (1.5×4=6)

- b. Write the synonyms of the following:
 - (i) often (ii) honestly
 - (iii) properly (iv) totally
 - (v) skilfully (vi) yearly (1×6=6)

- Q.6** a. Describe any four stages of the listening process. (6)

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- b. Change the following into interrogative sentence:
(i) He said to me, "Where are you going?"
(ii) He said to me, "Why do you study fashion technology?"
(iii) He said to me, "Why did you conceal the incident to me"? (3×2=6)

- Q.7** a. What are the effective ways of using body language in public speaking? (6)
b. What are the skills required for chairing meetings? (6)

- Q.8** a. What things are to be considered before making a business telephone call? (6)
b. How can soft skills help us to achieve global leadership? (6)

- Q.9** a. Describe *two* features of a good report. (6)
b. How is *Conclusion* different from *Recommendation* in a report? (6)