

Code: DE99/DC99
DE138/DC138

Subject: COMMUNICATION SKILLS & TECHNICAL WRITING

DipIETE – ET/CS (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 correct or the best alternative in the following: (2×10)

a. In the Christian church, the word communion is called _____.

- | | |
|--------------------|-------------------|
| (A) Community | (B) Communion |
| (C) Holy communion | (D) Communication |

b. Reading in only one area make us :

- | | |
|------------------------|-----------------|
| (A) Less knowledge | (B) All rounder |
| (C) Subject specialist | (D) Nothing |

c. The bio-data is also called _____.

- | | |
|----------------------|--------------------|
| (A) Curriculum Vitae | (B) Qualification |
| (C) E.C.A. | (D) Specialization |

d. In all languages, _____ exists in singular form.

- | | |
|-------------|---------------|
| (A) Verb | (B) Adjective |
| (C) Pronoun | (D) Noun |

e. CLOZE TESTS evaluates our _____.

- | | |
|------------------|-----------------------|
| (A) vocabulary | (B) physical strength |
| (C) intelligence | (D) moral courage |

f. Choose correct one:

- | | |
|--------------------------------|------------------------------|
| (A) He wouldn't hardly do that | (B) He would hardly do that |
| (C) He will not hardly do that | (D) He would hardly did that |

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- g. The scientific names of living organisms are written only in _____.
 (A) Greek (B) Russian
 (C) Spanish (D) Latin
- h. Where there are several speakers, and your turn to speak comes at the end. The concentration level of the audience has comes to _____.
 (A) Zero (B) 50%
 (C) 60% (D) 75%
- i. Visual aids are used in all types of _____.
 (A) Reports (B) Diagrams
 (C) Notes (D) Proposals
- j. New items which are not in an agenda can be discussed with the permission of _____.
 (A) Secretary (B) Members
 (C) Chairman (D) Not possible

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

- Q.2** a. (i) He gave me a gift. (Change the voice)
 (ii) The man cut down the tree (Change the voice)
 (iii) He has told us, "I am coming". (Change the narration)
 (iv) He has a story book. (Change into interrogative)
 (v) The people of Iraq are struggling hard. (Change into negative)
 (vi) Shimla is the best hill-station of India. (Change to comparative degree) **(6)**
- b. What are the problems of feedback in reading? **(6)**
- Q.3** a. What is the significance of communication in business organization? **(6)**
- b. Describe the various barriers to communication, giving examples. **(6)**
- Q.4** a. Explain any three barriers to listening. **(6)**
- b. Explain the three main components of an effective talk. **(6)**
- Q.5** a. Read the passage below and answer the questions that follow: **(6)**

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In every country people imagine that they are the best and the cleverest and the others are not so good as they are. The Englishman thinks that he and his country are the best; the Frenchman is very proud of France and everything French. The Germans and Italians think no less of their countries and many Indians imagine that India is in many ways the greatest country in the world. This is wrong. Everybody want to think well of himself and his country. But really there is no person, who has not got some good and some bad qualities. In the same way there is no country which is not partly good and partly bad. We must take the good wherever we find it and try to remove the bad whatever it may be. We are, of course, most concerned with our own country, India. Unhappily, it is in a bad way today. Most of our people are poor and unhappy. They have no joy in their lives. We have to find out how we can make them happier. We have to see what is good in our ways and customs and try to keep it, and whatever is bad we have to throw away. If we find anything good in other countries, we should certainly take it.

- (i) What do people think in every country?
- (ii) What do many Indians imagine?
- (iii) What must we do?
- (iv) In what respect is India in a bad way today?

- b. Draft an application along with a resume/biodata for the post of Sales Executive in an MNC. **(6)**

- Q.6** a. What things have to be remembered before appearing for an interview? **(6)**

- b. What are the main points to remember in writing resume? Explain any six. **(6)**

- Q.7** a. What are the main characteristics of technical writing? Illustrate with examples. **(3+3)**

- b. You are writing an important message and have got stuck on the usage of a particular word. What would you refer to dictionary or thesaurus and why? **(6)**

- Q.8** a. Give the homophones of the following words: **(1×6)**

- | | |
|--------------|-----------|
| (i) Air | (ii) Dose |
| (iii) Patrol | (iv) Cell |
| (v) Halo | (vi) Sore |

- b. Give the homonyms of the following words: **(1×6)**

- | | |
|------------|------------|
| (i) Bail | (ii) Flour |
| (iii) None | (iv) Dear |
| (v) Loan | (vi) Seam |

- Q.9** a. How we should write telephone messages? **(6)**

- b. Explain the term conclusion at the end of a piece of writing. **(6)**