ROLL NO.	

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

## AMIETE - ET/CS/IT

**Time: 3 Hours** 

**JUNE 2013** 

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.

Q.1	Choose the appropriate alterna	tive in each of the following:	$(2\times10$
	a. Written communication does r	not include	
	(A) circular	( <b>B</b> ) face to face conversation	
	(C) memos	( <b>D</b> ) e-mail	
	b. The communication process involves the		
	(A) sender	( <b>B</b> ) public relations	
	(C) corporate image	<b>(D)</b> motivation	
	c. Communication is a	process	
	(A) simple	(B) complex	
	(C) non-reversible	( <b>D</b> ) conditional	
d. An antonym refers to a wor		hat means the	
	(A) opposite	( <b>B</b> ) similar	
	(C) confused	( <b>D</b> ) concord	
	e. Match the word "traverse" with its meaning.		
	(A) Delivers	( <b>B</b> ) Properly explained	
	(C) Flows	( <b>D</b> ) Cross	
	f. Nehru in 1964.		
	(A) died	(B) dead	
	(C) was died	( <b>D</b> ) was dead	

ROLL NO.	

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

	g.	Minutes are oftype	es.	
		(A) two	(B) three	
		(C) four	( <b>D</b> ) five	
	h.	Which is not a type of reading style	?	
		(A) Labelling	(B) Skimming	
		(C) Scanning	( <b>D</b> ) Narrating	
	i. When a wide geographical coverage is required and a large number of people have to be contacted, the most efficient and convenient method is to collect data through			
		<ul><li>(A) questionnaires</li><li>(C) telephonic conversation</li></ul>	<ul><li>(B) personal observation</li><li>(D) on-line Net</li></ul>	
	j.	Effective listeners		
		(A) listen passively		
		<ul><li>(B) listen with the same style</li><li>(C) listen actively</li></ul>		
		( <b>D</b> ) interrupt whenever they disagre	e or don't understand	
		Answer any FIVE questions out of		
	Γ	Each question car	_	
Q.2	a.	Describe seven parameters of effect	tive communication.	(6)
	b.	What are the principles of proximity between subject and verb?		(6)
Q.3	a.	Throw light on the scientific and te	chnical style of writing.	(6)
	b.	What should be the body sport for	interview?	(6)
Q.4	a.	What are the differences between one-way communication and communication?		two-way (6)
	b.	What are the differences between n	ote taking and note-making?	(6)
Q.5	5 a. Describe the main contents of the minutes of a meeting.		ninutes of a meeting.	(6)
	b.	Correct the following sentences: <ul> <li>(i) He is honest, courageous, and</li> <li>(ii) I shall come unless you need</li> <li>(iii) He wouldn't hardly do that</li> <li>(iv) The train scarcely seemed to a</li> </ul>	me	
		(v) I was so lonely.		

ROLL NO.	

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

Q.6	a.	What are the five prevalent styles of designing a letter? Describe the fe	eatures
		of indented style.	<b>(6)</b>
	b.	What are the main parts of a business letter?	(6)
Q.7	a.	Change the following sentences:  (i) Affirmative into interrogative     He has passed the examination.  (ii) Direct into indirect     He said, "I want to buy a book."  (iii) Simple into exclamatory sentence     He exclaimed with delight that his team had won.  (iv) Superlative into comparative degree     Kalidas was one of the greatest Sanskrit writers of our country.  (v) Exclamatory into assertive sentence     If I could only pass the English test!  (vi) Simple into complex     Both perseverance and good luck are essential for success.	(6)
	b.	Give synonyms of these words  (i) intention (ii) principle (iii) polite  Give antonyms of these words  (i) ordinary (ii) minimum	
		(iii) always	(6)
<b>Q.8</b>	a.	Give important tips for taking an interview.	(6)
	b.	How should the barriers to communication be overcome?	(6)
Q.9	a.	What is SQ3R formula for reading a text? What are its objectives?	(6)
	b.	Describe various strategies for reading comprehension.	(6)