

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.
- Out of the remaining EIGHT questions answer any FIVE questions. Each question carries 12 marks.

Q.1 Choose the appropriate alternative in each of the following: (2×10)

a. Written communication does not include _____

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|--------------|-------------------------------|
| (A) circular | (B) face to face conversation |
| (C) memos | (D) e-mail |

b. The communication process involves the _____.

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|---------------------|----------------------|
| (A) sender | (B) public relations |
| (C) corporate image | (D) motivation |

c. Communication is a _____ process

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|--------------------|-----------------|
| (A) simple | (B) complex |
| (C) non-reversible | (D) conditional |

d. An antonym refers to a word that means the _____.

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|--------------|-------------|
| (A) opposite | (B) similar |
| (C) confused | (D) concord |

e. Match the word “traverse” with its meaning.

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|--------------|------------------------|
| (A) Delivers | (B) Properly explained |
| (C) Flows | (D) Cross |

f. Nehru _____ in 1964.

- | | |
|--------------|--------------|
| (A) died | (B) dead |
| (C) was died | (D) was dead |

- Q.6** a. What are the five prevalent styles of designing a letter? Describe the features of indented style. (6)
- 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)
- Q.8** 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)