

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

AMIETE – ET/CS/IT (Current & New Scheme)

Time: 3 Hours

JUNE 2017

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. Words with similar meanings are called _____.
- (A) Homophones (B) Antonyms
(C) Synonyms (D) Homonyms
- b. Hard skills in communication refers to
- (A) Communication among executives
(B) Communication from top to bottom
(C) Communication from bottom to top
(D) Communication among workers
- c. In transforming simple sentences from Direct to Indirect, the reporting verb and reported speech are joined by _____.
- (A) this (B) then
(C) than (D) that
- d. Soft Skills in communication do *not* include
- (A) communication among workers
(B) communication only from top to bottom
(C) motivation
(D) persuasion
- e. A system of language is commonly recognised by the members of a _____ community.
- (A) human (B) liberal
(C) speech (D) democratic

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- f. CV stands for
 (A) Curriculum vitae (B) Carrier valuation
 (C) Carrier vitae (D) Curriculum valuation
- g. In telephonic talk, the message should be _____ and _____.
 (A) Bold, authentic (B) Long, detailed
 (C) Clear, crisp (D) None of these
- h. Choose the correct Indirect narration of the sentence *He said, "Man is gregarious by nature"*.
 (A) He said that man was gregarious by nature
 (B) He said that man has been gregarious by nature
 (C) He said that man had been gregarious by nature
 (D) He said that man is gregarious by nature
- i. A/an _____ tells in concentrated form what the report is about.
 (A) precis (B) abstract
 (C) summary (D) illustration
- j. Surprise element is always present in _____.
 (A) descriptive writing (B) argumentative writing
 (C) narrative writing (D) explanatory writing

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

- Q.2** a. Describe seven parameters of effective communication. (6)
- b. Explain Vertical and lateral communication. (6)
- Q.3** a. Explain with three examples, how "actor-action-goal" principle is necessary in the construction of sentences in a paragraph? (6)
- b. Correct the following sentences:
 (i) He was very surprised by the news.
 (ii) She is the girl whom I like.
 (iii) He hanged his coat on the peg.
 (iv) He is very much brilliant.
 (v) Ram is more better than sham.
 (vi) The train reached at the station in time. (6)

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- Q.4** a. Do as directed: (6)
- (i) This rose is very much beautiful. (Correct the sentence)
 - (ii) We only walked a kilometer (Correct the sentence)
 - (iii) What a very lame excuse! (Change into assertive)
 - (iv) Who is knocking at the door? (Change into passive)
 - (v) It is now time to take attendance (Change into passive)
 - (vi) He has told us, "I am coming". (Change into indirect)
- b. Give two examples each of the following Verb Patterns:
- (i) Subject Verb Object
 - (ii) Subject Verb (to) Infinitive
 - (iii) Subject Verb Object Adjective (2×3)
- Q.5** a. Describe the problem of regression and visual wandering faced by the readers. (6)
- b. Explain reading tactics. (6)
- Q.6** a. What are the five prevalent styles of designing a letter? Describe the features of indented style. (6)
- b. Prepare the bio-data of a candidate for the post of Customer Supporting Engineer in Tata Consultancy Services Ltd. (6)
- Q.7** a. Explain the types of listening. (6)
- b. What are the effective ways of using body language in public speaking? (6)
- Q.8** a. What are various purposes for which business letters are written? (6)
- b. Write the structure of a report. (6)
- Q.9** a. Give the importance of body language in an interview. (6)
- b. What should a participant keep in mind while attending a meeting? (6)