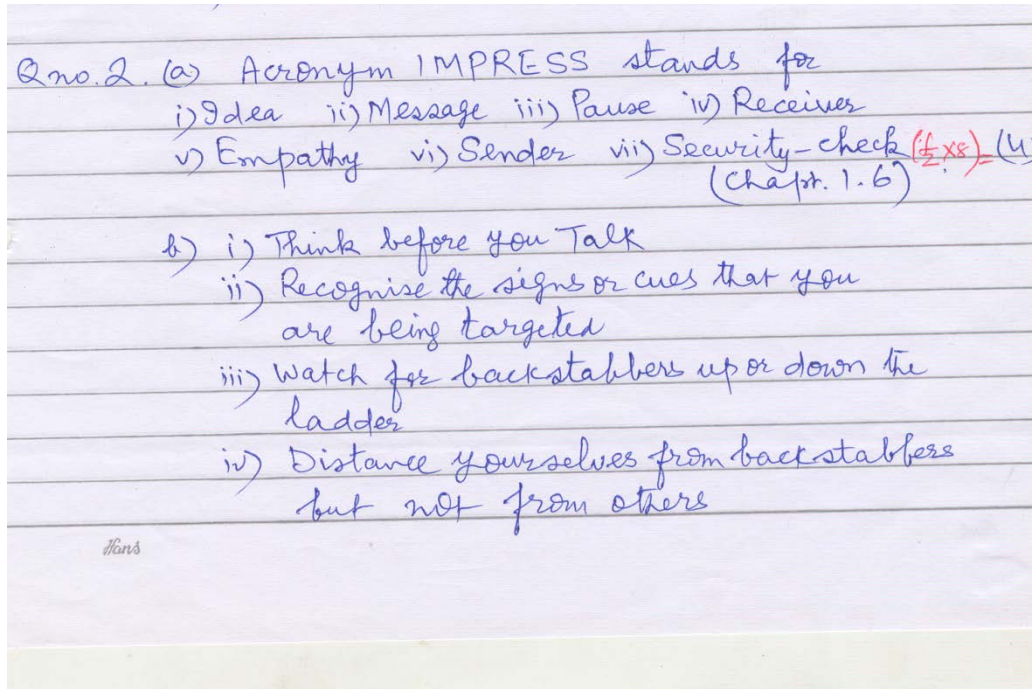


Q.2 a. What does the acronym IMPRESS stand for?

b. How can you protect yourself from being a victim of backstabbing?



**Q.3 a. Give synonyms for the following words:
Admission, idea, cure, hunger, riches, grief**

Ans Chapter 4.1

b. Correct the following sentences:

- (i) I like this job more than my father.
- (ii) Ram is bolder than any boy of the class.
- (iii) To see a play is very interesting.
- (iv) He ran away lest he would be caught.
- (v) I am very much excited.
- (vi) I feel so lonely today.

Ans Chapter 4.6

Q.4a. Which is the first verb pattern in English language? Give TWO examples.

Ans Chapter 5.4

The first verb pattern in English language is:

Sub Verb Direct Object i.e. SVO 2 marks

2 examples:

(i) Ram bought apples.

(ii) She plays hockey.

MUDENATIONAL
2 marks

b. Mention any FOUR methods of transformation of sentences. Give one example of each

Ans Chapter 5.3

Following are some of the ways in which transformation of sentences takes place.

i) Affirmative to Interrogative

She is a beautiful girl.

Isn't she a beautiful girl?

ii) Affirmative to Negative

He is an honest man.

He is not a dishonest man.

iii) Change of degree

Mango is the most delicious fruit.

No other fruit is as delicious as mango.

iv) Remove 'too'

He is too weak to walk.

He is so weak that he cannot walk.

v) Change of voice

Ram is eating an apple.

An apple is being eaten by Ram

vi) Change of narration

He said "I am going to sleep."

He said that he was going to sleep.

Q.5a. Describe the problem of regression and visual wandering faced by the readers.

Q. no: 5.(a) Chapt. 2.2

Regression means reading again the matter that has been read but not fully understood. There are several reasons for this - lack of confidence - lack of motivation boredom or slow reading habit. Visual wandering is due to lack of concentration. Discipline is required to get rid of both of these flaws.

Realisation that the subject being read is relevant to one's life helps one concentrate. Force yourself to read for a particular period of time everyday increases motivation. Reading for one's professional needs also helps in concentration. Reading once it becomes a habit also increases one's confidence.

(Def = 3)
(Expl = 5) = 8

b. What is reading comprehension?

5(b) Chapt. 2.6

It is a test of one's ability to read and understand what one has read. Reading material poses certain problems analyses them and responds to them. Comprehension requires knowledge, application and judgement. In reading a meeting of minds takes place. An understanding of the past in terms of the present takes place.

(Definition = 2)
(Expl = 2) 4

Q.6 a. You are Sujata Nag, a degree holder in Electronics Engineering. Write an application along with your bio-data for the post of Senior Engineer in Larson & Turbo Ltd.

Q: no. 6 (a) Job Application Chapt 3.2.

Format: 2 marks

Content: 2 marks

Bio-data: 4 marks.

Format: addressee, date, subject,
salutation, complementary close

Content: reference to advt., post suitability,
request to be called for interview

Bio-data: personal details, education, training,
experience, remuneration, references

(Total = 8 marks)

b. What is scientific and technical writing?

6(b) Scientific and Technical Writing
Chapt 3.6

i) systematic investigation

ii) verified by others

iii) objective presentation

iv) factual and accurate

v) logically developed (1 mark for
1 correct point) 4 marks.

Q.7 a. What is the difference between hard skills and soft skills?

Q.no.7. (a) Chapn. 8.2

Hard Skills : Great empires built on hard skills of command and control but disintegrated for the lack of soft skills of team work, communication and motivation.

Business used to be run by the Captains of industry with the help of hard skills of planning, finance and business decision. Dictatorial attitude of the inheritors of wealth attracted sycophancy, loyalty and not cooperation.

Emergence of Internet, E-commerce, I.T. has changed the business scene. Persuasion, motivation, communication play a great role. Experimentation, thinking out of the box learning from mistakes are soft skills required today. Educated young men and women act decisively but not arbitrarily, take decisions but don't tread on others' toes. No jealousy, no back-biting, no cronyism (2+2) = (4)
(with proper explanations)

b. Describe the various types of listening.

(b) Chapt. 8.7
 Various types of listening are: (8)
 i) Passive ii) Marginal iii) Projective
 iv) Sensitive v) Active
 A brief discussion of each one of them (2 marks for each correct An.)

Q.8a. Describe the structure of a report.

8(a) Structure of a report Chapt. 15.3 (8)

Front Matter i) Cover ii) Frontispiece iii) Title page
 iv) Copyright notice v) Forwarding letter vi) Preface
 vii) Acknowledgements viii) Table of Contents
 ix) List of illustrations x) Abstract + Summary

Main Body i) Introduction ii) Discussion/Description
 iii) Conclusions iv) Recommendations

Back Matter i) Appendices ii) List of References
 iii) Bibliography iv) Glossary v) Index
 A brief description of each of these points.
 (2 marks for each correctly written point.)

b. What are the four methods of collecting data?

(b) Collecting data Chapt. 15.4

- i) Personal Observation
- ii) Telephone Interview
- iii) Personal Interview
- iv) Questionnaires (1x4) = (4)

A brief description of each of these methods

Q.9a. Which tips will you give to a candidate for handling difficult question in an interview?

Q.9a) handling questions in an interview (4)
Chapt. 10.2

4 types of difficult questions.

- i) Understood but difficult to answer
answer should begin with....
It could be.....
In my experience.....
I would say.....
I don't think I'm the right person to answer that.....
I don't have much experience in that field.....
- ii) Understood but impossible to answer in the time available.
answer should be.....
I'm afraid that is outside the scope of.....

b. What should a participant keep in mind while attending a meeting?

I'll come to that later.... etc. etc.

iii) Not understood
Sorry, I'm not sure I've understood that.
Do you mean ? etc. etc.

iv) Checking whether your answer is enough
Does that answer your question?
Is that okay? (1x4) = (4)

(b) Chapt. 11.2

- i) Follow the Agenda
- ii) Participate
- iii) Do not talk too much
- iv) Cooperate
- v) Be courteous

A brief discussion of each of these points (2x4) (8)

Text book

1. The Functional Aspects of Communication Skills, Prajapati Prasad and Rajendra K. Sharma, S. K. Kataria & Sons, New Delhi, Reprint 2007