

Q.2 a. How should we communicate in a pluralistic society like India? (6)

Answer:

1. Show full respect to a man or woman.
2. Your body language must be highly pleasing.
3. Appreciate the ideas and beliefs of other people.
4. Treat a person as an individual, not as a stereotype.
5. Always consciously think that you belong to this great country.

b. Write a brief note on the structure of meaning techniques in reading comprehension. (6)

Answer:

1. All well written paragraphs have a main idea, all good writing whether an essay or an article or a report has a main idea. Therefore, in reading any text, whether small or big, we have to search for the main idea.
2. First sentence → main topic
3. Elaboration of the topic
4. Summation in the last sentence

Q.3 a. What is the basic sentence pattern in English language? Give any two examples to illustrate it. (6)

Answer:

basic pattern: Subject - Verb - Object
examples: i. A book is on the table.
ii. I am reading a paper.
(Accept any other examples also)

b. Change the narration of the following sentences:

(i) The teacher said, "Do it now or never".

(ii) Ram said to Sham, "May God bless you!"

(iii) I said to her, "Please lend me your book".

(6)

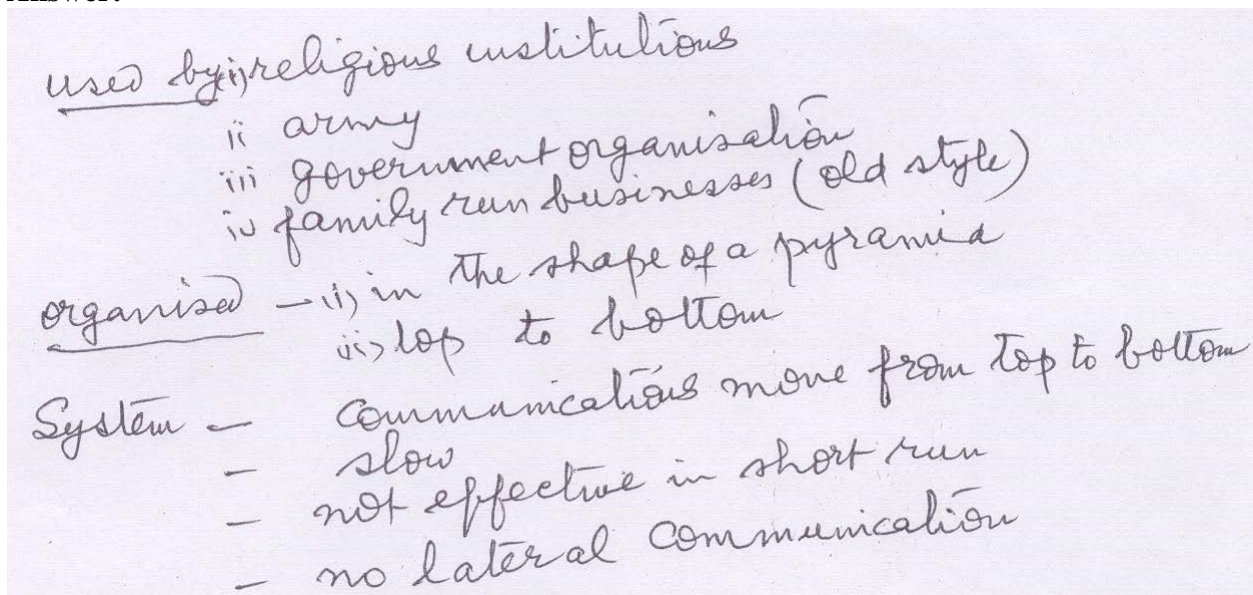
Answer:

(i) The teacher said that the student (I/you/he/she etc.) should do it now or never. 2
OR
The teacher said that the student should do it now or never. 2
(ii) Ram prayed for Sham that God might bless him. 2
(iii) I requested her to lend me her book. 2

Q.4 a. What are the characteristic features of Hard Skills?

(6)

Answer:



b. What are one way and two-way systems of communication?

(6)

Answer:

One way communication

Listening to radio or watching television is one way communication. It represents a unilateral and non-reversible process of listening as well as seeing unless the programme is video-taped. Here the broadcaster does not know the reaction of the audience, which is different from the norm of a speaker on a platform who can see and hear the effect of his words upon the audience.

Two way communication

Except radio and television broadcast, most of the human communications are two way communications.

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Q.5 a. Read the passage given below and answer the questions that follow: (6)

Portia asked if the scales were ready to weigh the flesh; and she said to the Jew, "You must have some surgeon by, lest he bleed to death." Shylock, whose whole intent was that Antonio should bleed to death, said, "It is not so named in the bond." Portia replied, "It is not so named in the bond but what of that? It were good you did so much charity." To this all, the answer Shylock would make was: "I cannot find it; it is not in the bond." "Then," said Portia, "a pound of Antonio's flesh is thine. The law allows it and the court awards it. And you may cut this flesh from off his breast. The law allows it and the court awards it." Again Shylock exclaimed, "O Wise and upright judge! A Daniel is come to judgement!" And then he sharpened his long knife again, and looking eagerly on Antonio, he said, "Come, prepare!"

"Tarry, a little, Jew," said Portia, "there is something else. The bond here gives you no drop of blood; the words expressly are a *pound of flesh*. If in the

cutting of the pound of flesh you shed one drop of Christian blood, your land and goods are by the law to be confiscated to the State of Venice.”

- (i) Suggest a suitable title for the above passage.
- (ii) Why did Shylock persistently refuse to have a surgeon by?
- (iii) What was Shylock’s motive in claiming a pound of Antonio’s flesh?
- (iv) What was the award of the court?

Answer:

- a ADanel Come To Judgment
- b Shylock did not want to have a surgeon by because it was not a term of the bond.
- c Shylock’s whole motive was that Antonio should bleed to death.
- d Portia repeatedly declared that the law allowed Shylock to have a pound of Antonio’s flesh and that he could cut this flesh off from his breast.

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- b. Correct the following sentences: (6)**
 - (i) The honesty is the best policy.
 - (ii) He stopped and rung the bell.
 - (iii) Here is the book that you asked.
 - (iv) I shall come unless you need me.

Answer:

- i. Honesty is the best policy.
- ii. He stopped and rang the bell.
- iii. Here is the book that you asked for.
- iv. I shall not come unless you need me.

Page 81 & 82

- Q.6 a. ‘Can a developing country like India offer the right atmosphere for science to grow?’ Write a paragraph in about 100 words on the topic given above. (6)**

Answer:

In general, the biggest problem for developing countries is their incoherent policy on science. We know of many Indians, who have excelled when they have gone abroad. Clearly, there is no dearth of human resources in the developing worlds, and there is no real shortage of material wealth. But there is a need to allocate the necessary economic resources to achieve your goals. Once you create a coherent policy for the support of science – even if your resources are limited – you can succeed. India must develop a vision for science and technology and be a leader in the world.

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- b. Write a short note on Précis writing. (6)**

Answer:

Both summary and précis writing represent the skill of providing short account giving the main points of text, a speech or a talk. Here only main points are given with the following criteria:

- i. A précis must be on third of the text;
- ii. As far as possible, it be put in one paragraph;
- iii. It must have a suitable title.

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Q.7 a. Write the names of inner title page parts of a report. (6)

Answer:

It may have the following parts:

1. Sub-title
2. Name of the author
3. Name of the authority for whom the report was written
4. Contract, project or job number
5. Approvals
6. Distribution list.

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b. Explain any six tips for writing business reports. (6)

Answer:

1. Know your readers.
2. Feature the “you attitude” and stress benefits for the readers.
3. Know your single communication objective or purpose
4. Be clear, economical, and straight forward.
5. Use special lines, indentation, short opening paragraphs, and postscripts.
6. Write strong introductions and conclusions.

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Q.8 a. Give the antonyms of the following words: (1×6)

- (i) Able
- (ii) Load
- (iii) Accurate
- (iv) Complete
- (v) Possible
- (vi) Patient

Answer:

- | | |
|------------------|-----------------|
| (i) Unable | (ii) Unload |
| (iii) Inaccurate | (iv) Incomplete |
| (v) Impossible | (vi) Impatient |

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b. Give the synonyms of the following words: (1×6)

- i. Act
- ii. Admission
- iii. Character
- iv. Hunger
- v. Idea
- vi. Journey

Answer:

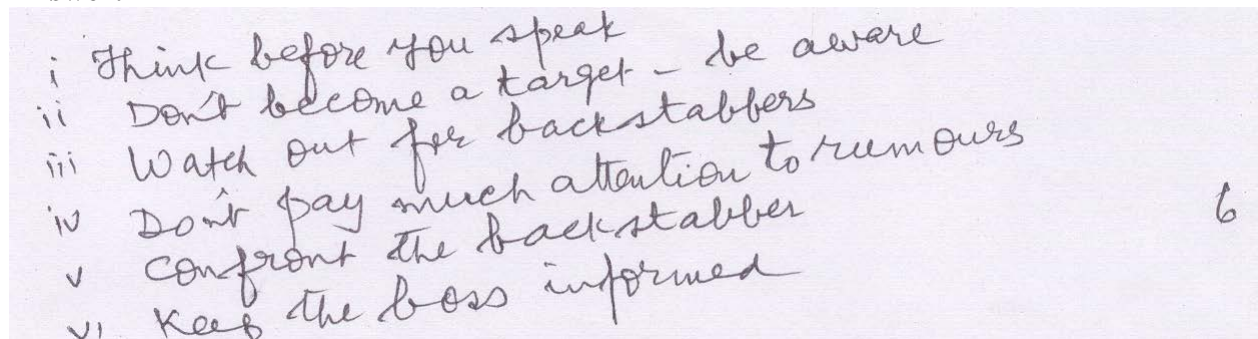
- | | |
|--------------|-----------------|
| (i) Deed | (ii) Entry |
| (iii) Nature | (iv) Starvation |
| (v) Thought | (vi) Trip |

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Q.9 a. How can we protect ourselves from backbiting?

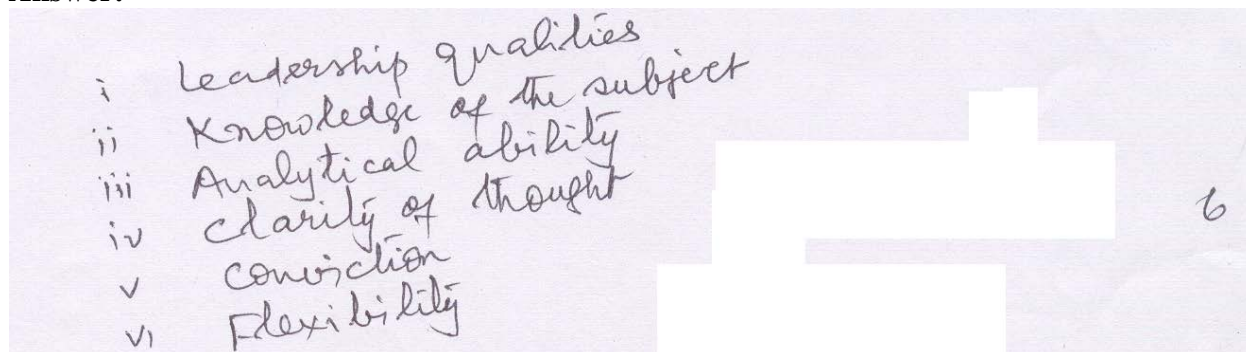
(6)

Answer:



b. Which qualities in a candidate are observed through group discussion?(6)

Answer:



TEXT BOOK

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