

Q.2 a. Explain Grapevine communication with the help of one example of your own.

Answer: Page no. 6 of text book.

b. What are formal upward channels of communication?

Answer: Page no. 5 of text book.

Q.3 a. Explain briefly the four major aspects of reading process.

Answer: Page no. 18 of text book.

b. Describe the five types of reading styles.

Answer: Page no. 23 of text book.

Q.4 a. Do as directed:

(i) We have done well in our test. (Change to Interrogative)

Answer: Page no. 94 of text book. (Have we done our text well?)

(ii) He said, "The sun rises in the east". (Change to indirect narration)

Answer: Page no. 95 of text book. (He said that the sun rises in the east.)

(iii) The sight is so beautiful that it cannot be true. (Transform the sentence using 'too')

Answer: Page no. 98 of text book. (The sight is too beautiful to be true.)

(iv) The Niagara Falls in Canada is the best waterfall in the world. (Change to comparative)

Answer: Page no. 98 of text book. (The Niagara Falls in Africa is better than any other waterfalls in the world)

(v) He was very weak so he couldn't work. (Transform into a simple sentence)

Answer: Page no. 100 of text book. (He was too weak to work)

(vi) Ram defeated Ravana. (Change the voice)

Answer: Ravana was defeated by Ram.

b. Correct the following sentences:

(i) He was very surprised by the news.

Answer: Surprised at

(ii) **She is the girl whom I like.**

Answer: Girl I like.

(iii) **He hanged his coat on the peg.**

Answer: Hung his.

(iv) **He is very much brilliant.**

Answer: Very brilliant

(v) **Ram is more better than sham.**

Answer: Is better then.

(vi) **The train reached at the station in time.**

Answer: Searcher the station.

Q.5 **Draft a covering letter along with the resume in response to the following advertisement:**

“Eureka Forbes, Nehru Place, New Delhi is looking for dynamic Sales Executives Candidates with minimum 2 years sales experience and good command of English may apply within 10 days to the Manager, HR, The Hindustan Times, K.G. Marg, New Delhi.”

Answer: Page no. 42-43 of text book.

Q.6 a. Draw a comparison between Effective Listeners and Ineffective listeners.

Answer: Page no. 197 of text book.

b. Explain the three main constituents of public speaking?

Answer: Page no. 199-200 of text book.

Q.7 a. How would you prepare yourself to attend an interview?

Answer: Page no. 210 of text book.

b. What does the selection process of the Campus Interviews involve?

Answer: Page no. 209 of text book.

Q.8 a. What is the standardised structure of a report?

Answer: Page no. 275 of text book.

b. Combine the following pairs of sentences:

(i) **He is very lucky. He got the job.**

Answer: He is very lucky to get the job/ to have got the job.

(ii) **Ram is very pleased. He has won a prize.**

Answer: Ram is very pleaser have won the prize.

(iii) **He worked very hard. He completed the report in time.**

Answer: Having worked very hard he completed the repot in time/ working very hard he.....

Q.9 a. What are the methods of collecting data in preparing a report?

Answer: Page no. 283 of text book.

b. Give the synonyms of the following: (Any SIX)

Aid; accurate; fair; select; leave; hard; safe, annual

Answer: Help, exact, just, choose, depart, difficult, secure, yearly

Text book

THE FUNCATIONAL ASPECTS OF COMMUNICATION SKILLS by Dr P Prasad, Publisher: S K Kataria & Sons, 5th Edition 2011-2012