

COMMUNICATION SKILLS IN ENGLISH

Maximum Marks : 60

Time Allowed : 3 : Hours

- Notes: (i) Attempt all questions.
(ii) Use of Pager and Mobile Phone by the students is not allowed.

PART-A

(Objective Type Questions)

[10×1=10]

Q.1. Answer any ten questions. Each question carries equal marks.

(A) Multiple Choice Questions :

- (i) Send the letter _____ my address.
(a) at
(b) to
(c) on
(d) upon
- (ii) It has been raining _____ two weeks.
(a) for
(b) since
(c) from
(d) on
- (iii) I am sorry _____ the delay.
(a) for
(b) at
(c) on
(d) upon
- (iv) He prefers sleeping _____ reading.
(a) than
(b) to
(c) from
(d) for

- (B) Fill in the blanks with suitable words/words.
- (v) How much _____ for this shirt? (you paid, did you paid, did)
 - (vi) I have three other pens _____ this. (beside, besides)
 - (vii) One ought to respect _____ elders. (his, one's, their)
 - (viii) My servant _____ me at midnight. (wakened, awakened, awoken)

(C) One word/one sentence questions :

- (ix) One who depends on another. (Parasite, Atheist, Mammals)
- (x) One who is unable to pay his debts. (Iconoclast, Insolvent, Incredible)
- (xi) A prima facie, (As it seems at first sight, As it turns out to be at the end, As it seems to the court after a number of hearings)
- (xii) One who possesses many talents (Versatile, Exceptional, Nubile)

PART-B

(Very Short Answer Questions)

[5×2=10]

Q.2. Do as directed. Attempt **any five** questions.

- (i) It is time to shut up the shop. (Passive voice)
- (ii) Let the order be given. (Active voice)
- (iii) Write meaning of the following idiomatic verbal expressions :
 - (a) To make both ends meet
 - (b) By hooks or by crooks
- (iv) Correct the following sentences :
 - (a) He told these news to his mother.
 - (b) Please put your sign here.
- (v) Define an adjective with two examples.
- (vi) Punctuate the following sentences :
 - (a) The wind being favourable the squadron sailed
 - (b) Men may come and men may go but I go on for ever
- (vii) Correct the following sentences :
 - (a) He is learning a new poetry.
 - (b) I have given my examination.

PART-C

(Short Answer Questions)

[8×2.5=20]

Q.3. Answer any eight questions.

- (i) Why are hard and soft skills important?
- (ii) What is difference between hard and soft skills?
- (iii) What is interpersonal communication?
- (iv) Which soft skill is the most important?
- (v) What is difference between CV and Resume?
- (vi) What are a Memo and an Office Order and how they are different from each other?
- (vii) How leadership is different from supervision?
- (viii) In which subject Sir C.V. Raman was awarded Nobel Prize in 1930?
- (ix) What is an e-mail address?
- (x) What do you mean by CC and BCC in an e-mail?

PART-D

(Descriptive and Narrative Questions)

[4×5=20]

Q.4. Answer any four questions. All questions carry equal marks.

- (i) What is an Interpersonal Communication? Explain the barriers to interpersonal communication.
- (ii) Write a sample resume format.
- (iii) Draft a office circular informing that working hours are rescheduled from 9:30 am to 4:30 pm to facilitate the staff to reach the institution in time.
- (iv) How communication skills are interlinked with efficient functioning of an organization? Discuss.
- (v) Explain in detail the verbal and non-verbal communication.
- (vi) What is the purpose of a cover letter? What should a cover letter include?