

First & Second Semester

Agriculture/Aircraft Maintenance/Automobile/Chemical/
Cement Technology/Civil Engg./CTM, Computer Science/
CHM/Electronics & Tele Communication/ Electrical
Engg./ Electronics & Instrumentation/Electrical &
Electronics Engg. / Electrical and Mechanical Engg./I.T./
Opto Electronics/RAC/Mechanical Engg. /IC
Manufacturing/Mine Surveying/PRPC/Plastics
Technology/Printing Technology/Production Engineering/
Textile Technology

Scheme OCBC July 2022

COMMUNICATION SKILL IN ENGLISH

Time : Three Hours

Maximum Marks : 70

Note : Attempt all questions.

1. a) Choose the correct answer from the given alternatives: $2 \times 1 = 2$
- i) The sender of a message is responsible for _____.
 - (a) Encoding the message
 - (b) Decoding the message
 - (c) Providing feedback
 - ii) The response to the senders message is called _____.
 - (a) Food bank
 - (b) Feedback
 - (c) Food back
- b) Answer the following questions in short (any two) $2 \times 3 = 6$
- i) Explain Downward Communication and its significance.
 - ii) Discuss formal and informal communication.
 - iii) What does Encoding mean in the process of communication?
- c) Answer in detail. $1 \times 6 = 6$
- Explain the importance of 'Clarity', 'Completeness' and 'Courtesy' in communication.

OR

What are Psychological barriers in communication? Give an example.

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2. a) Choose the correct answer from the given alternatives: $2 \times 1 = 2$

i) Which soft skill helps you stay organised and manage your time effectively?

- (a) Leadership
- (b) Time management
- (c) Coding
- (d) Technical writing

ii) What is an example of a hard skill?

- (a) Being polite
- (b) Writing a report
- (c) Making eye contact
- (d) Showing empathy

b) Attempt any two of the following questions: (word limit 40-50 words for each) $2 \times 2 = 4$

- i) Define Hard Skills.
- ii) Give three examples of soft skills.
- iii) Define Leadership in your own words.

c) Answer in detail. $1 \times 6 = 6$

What is emotional intelligence, and how can it help us deal with conflicts?

OR

What are the key characteristics that distinguish soft skills from hard skills?

3. a) Choose the correct answer from the given alternatives: $2 \times 1 = 2$

i) The astrologer was afraid when he recognized his old victim.

- (a) True
- (b) False

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ii) My father "in the poem where the mind is without fear" refers to –

- (a) The speaker's father
- (b) The Almighty
- (c) Jesus
- (d) Buddha

b) Answer the following questions in short (one from each section)

$2 \times 2 = 4$

i) What is Jim's full name?

OR

Why does the astrologer feel guilty?

ii) What did the poet's father try to do to help the mother?

OR

What kind of world does the poet pray for?

c) Answer in detail.

$2 \times 5 = 10$

i) Summarize the main events that take place when Uncle Podger decides to hang a picture.

OR

Analyse the character of the astrologer in the story 'An Astrologer's day'.

ii) What is the Central theme of the poem "Stopping by Woods on a Snowy Evening"?

OR

Write a concise summary of the poem "Where the Mind is Without Fear".

4. a) Choose the correct answer from the given alternatives: $2 \times 1 = 2$

i) What type of letter is sent with a job application?

- (a) Informal letter
- (b) Cover letter
- (c) Thank-you letter
- (d) Farewell letter

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ii) What does BCC stand for in email?

- (a) Best Contact Copy
- (b) Blind Carbon Copy
- (c) Big Cool Chat
- (d) Basic Copy Content

b) Answer the following questions in short.

1×2=2

How should you end a formal letter? Give example.

OR

Write an email to your supervisor notifying them of your return to work after sick leave.

c) Read the given unseen passage.

1×4=4

The transistor, a tiny electronic device, revolutionized the world of technology. Invented in 1947 by John Bardeen, Walter Brattain and William Shockley, the transistor replaced bulky vacuum tubes, making electronic devices smaller, more efficient and more reliable.

Transistors are made up of semiconductor materials, such as silicon or germanium. They act as switches, controlling the flow of electrical current. This ability has enabled the development of a wide range of electronic devices, including computers, smartphones, televisions and radios.

The transistor's impact on society has been profound. It has led to significant advancements in fields such as communication, medicine, and transportation. For example, transistors have made it possible to create powerful computers that can perform complex calculations in a fraction of a second. They have also enabled the development of medical imaging devices, such as MRI machines, that can diagnose diseases more accurately.

i) Make a précis of the above given passage in about one-third of its length and give a suitable title.

OR

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ii) Read the above given unseen passage and answer the comprehension questions:

- 1) What is a Transistor?
- 2) What materials are transistors made of?
- 3) Give an example of a device that uses transistors.
- 4) Give the antonym of the word 'inefficient'.

d) Write a letter placing an order for a new laptop.

1×6=6

OR

Write a letter to your supplier complaining about a shortage of a product that has caused financial loss.

5. A) Match the following.

4×1=4

Column-A

Column-B

- | | |
|-----------------|---|
| i) Uncle podger | a) A tool for driving in nails |
| ii) Misfortune | b) An area of trees smaller than a forest |
| iii) Hammer | c) A protagonist who attempts to hand a picture |
| iv) Woods | d) Bad luck |

B) a) Choose the suitable Auxiliary verb from the bracket and fill in the blanks.

2×1=2

- i) They _____ (needn't/mustn't) be late for the meeting.
- ii) _____ (Will/Shall) she buy a new car if she gets a promotion?

b) Rewrite the following choosing the correct verb in each case from the parenthesis.

2×1=2

- i) None of the gas _____ been consumed. (has/have)
- ii) Some of the sugar _____ given to me. (is/are)

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c) Add 'since' or 'for' whichever is appropriate. $2 \times 1 = 2$

i) He hasn't been here _____ three weeks.

ii) The principal has worn that suit _____ the beginning of the month.

d) Change the following sentence into two passive voice forms.

$2 \times 1 = 2$

The embassy refused Suresh a passport.

e) Insert a suitable preposition. $2 \times 1 = 2$

i) Now-a-days his daughter is _____ England.

ii) Whatever you have said is all _____ the point, we never asked for it.

