

Enrollment No.....



Faculty of Engineering
End Sem (Odd) Examination Dec-2017
EN2HS02 Communication Skills-II

Programme: Diploma

Branch/Specialisation: All

Duration: 3 Hrs.

Maximum Marks: 60

Note: All questions are compulsory. Internal choices, if any, are indicated. Answers of Q.1 (MCQs) should be written in full instead of only a, b, c or d.

- Q.1 i. Correct the sentence with the correct form of verb: **1**
She's shocked because she ----- a terrible accident.
(a) Is going to see (b) Has seen (c) Saw (d) Sees
- ii. Fill in the blank with suitable modal auxiliary verb: **1**
Driver ----- stop at red light.
(a) Can (b) Should (c) Must (d) May.
- iii. Blue : Sky **1**
(a) Green: Tree (b) Imaginary : fake
(c) Skeptical : trusting (d) Astonishing: surprising
- iv. Fill the appropriate preposition: **1**
My hobby is listening _____ music.
- v. SQ3R is technique of **1**
(a) Speaking (b) Reading
(c) Listening (d) Oral presentation
- vi. What is the average reading speed in words per minute for the **1**
purpose of memorization?
(a) Fewer than 100 (b) 100-200 (c) 200-400 (d)400-700
- vii. In a business letter salutation refer to: **1**
(a) Formal greetings (b) Polite leaving taking
(c) Details of receiver (d) Title of the letter
- viii. Which of the following is not as advantage of using emails? **1**
(a) Valid proof (b) Flexibilities
(c) Casualness (d) Fast & cheap.

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- ix. Board, charts & overhead projectors are the types of ; **1**
(a) Audio aids (b) Visual aids
(c) Business letters (d) Nonverbal communication
- x. A good presentation speaks about : **1**
(a) Speakers confidence (b) Level of knowledge
(c) Logical thinking (d) Above all.
- Q.2 i. Fill modals must/ can. **2**
(a) Their house is locked up; they ----- have gone on tour.
(b) The office staff is angry so they ----- go on strike.
- ii. What are the three types of sentences based on structure? **3**
- iii. Change the following sentences into passive voice: **5**
(a) The police gave me 500/- reward.
(b) They promised us higher wages.
(c) We shall send our sister a nice Christmas gift.
(d) Bulldozers have knocked down the building.
(e) I am helping John.
- OR iv. Fill the blanks with the correct analogy. **5**
(Stop, Cook, Hour, Up, Listen)
(a) Day is to Month as Minute is to-----.
(b) Music is to ----- as T.V.is to Watch.
(c) Go is to Green as Red is to -----.
(d) Kitchen is to----- as Bedroom is to Sleep.
(e) In is to Out as ----- is to Down.
- Q.3 i. (a) Write the synonyms of the following words **4**
I. Brave II. Ugly
(b) Write the antonyms of the following words
I. Optimist II. Clumsy
- ii. Find out the common errors and rewrite the sentences with **6**
correction:
(a) One of the man is thief.
(b) He helps the poors.
(c) These days news are depressing.

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- OR iii. Write meaning and make use of any proverbs in the sentence. **6**
(a) Old Is Gold.
(b) Action Speaks More Than Words.
(c) A Barking Dog Never Bites.
(d) Bad news travels fast.
- Q.4 i. What is the importance of reading comprehension? **4**
ii. What are the different types of reading? Describe any five. **6**
- OR iii. What are the basic purposes of reading? **6**
- Q.5 i. Write any four differences between note making and note **4**
taking.
ii. (a) What the essentials of an effective business letters? **6**
(b) Write the importance of resume in job application letter.
- OR iii. What is e-mail? What are the reasons for popularity of e-mails **6**
these days?
- Q.6 Attempt any two:
i. Write the importance of non verbal communication in oral **5**
presentation.
ii. Explain all the necessary elements involved in making oral **5**
presentation.
iii. What are the skills required during a group discussion? **5**

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Marking Scheme

Q.1	i.	(b) Has seen	1
	ii.	(c) Must	1
	iii.	(a) Green: Tree	1
	iv.	(a) My hobby is listening to music.	1
	v.	(b) Reading	1
	vi.	(a) Fewer than 100	1
	vii.	(a) Formal greetings	1
	viii.	(c) Casualness	1
	ix.	(b) Visual aids	1
	x.	(d) Above all.	1
Q.2	i.	<u>must</u>	2
		<u>can</u>	
	ii.	One mark for each	3
	iii.	I was rewarded 500 rupee / 500 rupee was rewarded to me We were promised higher wages/ Higher wages was promised A nice Christmas gift shell be sent to our sister. The building has been knocked down. John is being helped.	5
OR	iv.	(Stop, Cook, Hour, Up, Listen) (a) Day is to Month as Minute is to Hour . (b) Music is to listen as T.V.is to Watch. (c) Go is to Green as Red is to stop . (d) Kitchen is to cook as Bedroom is to Sleep. (e) In is to Out as Up is to Down.	5
Q.3	i.	(a) One mark for each correct word (I) Brave –heroic, daring, fearless, courageous (II) Ugly- horrible, unpleasant, terrifying. (b) Write the antonyms of the following words (I) Optimist-pessimist (II) Clumsy- graceful	4
	ii.	2 marks for each correct answer (2 marks * 3 = 6 marks) (a) One of the men is thief. (b) He helps the poor (c) These days news is depressing.	6
OR	iii.	2 marks for each (2 marks * 3 = 6 marks) 1 for meaning and 1 for sentence	6

Q.4	i.	1 marks for intro of RC 2 marks for importance of RC (there should be 4-5 points) [½ marks for each correct point]	3
	ii.	2 marks for all types of Reading 5 marks for descriptions	7
OR	iii.	3 marks for introduction and mention purposes 4 marks for their descriptions	7
Q.5	i.	One mark for Each correct point.	4
	ii.	(a) What the essentials of an effective business letters? (b) Write the importance of resume in job application letter.	3 3
OR	iii.	3 marks for introduction/imp. of email 3 marks for reasons (min 5-6 points)	6
Q.6		Attempt any two:	
	i.	Min five points. Each points carries one mark	5
	ii.	Explain all the necessary elements involved in making oral presentation.	5
	iii.	What are the skills required during a group discussion?	5
