

**DiplETE – ET/CS (NEW SCHEME)**

Time: 3 Hours

**JUNE 2012**

Max. Marks: 70

**PLEASE WRITE YOUR ROLL NO. AT THE SPACE PROVIDED ON EACH PAGE IMMEDIATELY AFTER RECEIVING THE QUESTION PAPER.**

**NOTE:** There are 9 Questions in all.

- Question 1 is compulsory and carries 20 marks. Answer to Q.1 must be written in the space provided for it in the answer book supplied and nowhere else.
- The answer sheet for the Q.1 will be collected by the invigilator after 45 minutes of the commencement of the examination.
- Out of the remaining EIGHT Questions answer any FIVE Questions. Each question carries 10 marks.
- Any required data not explicitly given, may be suitably assumed and stated.

**Q.1 Choose the correct or the best alternative in each of the following: (2×10)**

a. Effective reading is an important skill that demands:

- |               |                |
|---------------|----------------|
| (A) Knowledge | (B) Perception |
| (C) Strategy  | (D) Complexity |

b. A proper summary should not be larger than \_\_\_\_\_ of the given passage.

- |         |         |
|---------|---------|
| (A) 60% | (B) 30% |
| (C) 40% | (D) 20% |

c. The degree of highness and lowness of voice while speaking is called:

- |           |            |
|-----------|------------|
| (A) Tone  | (B) Pitch  |
| (C) Sound | (D) Speech |

d. Scientific and technical reports should be:

- |                |  |
|----------------|--|
| (A) Very brief | (B) To the point                         |
| (C) Elaborate  | (D) Supported by mathematical expression |

e. In English language the basic sentence pattern is:

- |                         |                       |
|-------------------------|-----------------------|
| (A) Subject-Verb-Object | (B) Subject-Verb      |
| (C) Subject-Object-Verb | (D) None of the above |

f. The units of sound produced during breathing out are called

- |               |               |
|---------------|---------------|
| (A) Syllables | (B) Morphemes |
| (C) Phonemes  | (D) Signs     |

g. Ancient organisations like religious institutions are organised in the shape of a:

- |              |                 |
|--------------|-----------------|
| (A) Triangle | (B) Pyramid     |
| (C) Square   | (D) Rectangular |

- h. Business letters are written for several purposes, such as:
- (A) A simple business transaction      (B) Enquiries and replies to them  
(C) Execution of orders                      (D) All of the above
- i. Memorandum is used in an organisation to \_\_\_\_\_
- (A) convey decision/policies              (B) explain the terms of credit  
(C) place the order                              (D) collect the amount
- j. The Précis must be:
- (A) One third of the text                      (B) One fifth of the text  
(C) One fourth of the text                      (D) None of the above

**Answer any FIVE Questions out of EIGHT Questions.  
Each question carries 10 marks.**

- Q.2** a. Write a short note on Communication. What are the main elements of audio-visual communication? (5)
- b. What are the main barriers in communication? How do we cross those barriers? (5)
- Q.3** a. Prepare your bio-data with an application for a job in HCL. (4)
- b. Discuss the strategies for building vocabulary and reading. (6)
- Q.4** a. Discuss the importance of writing skills. What elements make this skill more effective? (6)
- b. Discuss briefly the model of reading. (4)
- Q.5** a. Write briefly the qualities of a good business letter. (5)
- b. Describe the parts of a short report. (5)
- Q.6** a. "Eye contact is an important listening skill"—explain. (6)
- b. Give antonyms of:
- (i) Courteous  
(ii) Drunkard  
(iii) Civilized  
(iv) Dogmatic (4)
- Q.7** a. Give one word substitution of:
- (i) One who does not believe in God  
(ii) One who is all powerful  
(iii) One who knows everything  
(iv) A cluster of houses in a village  
(v) A place where money is coined  
(vi) Free from infection (6)

- b. "Poise is an important discussion skill"—explain. (4)
- Q.8** a. Explain the importance of paragraph writing in technical writing. (6)
- b. Discuss the role of contribution of body language in effective speaking. (4)
- Q.9** a. Plan a group discussion on the topic "Is the depiction of violence on TV responsible for the rise of crime?" and suggest essential technical points to be covered in the group discussion. (7)
- b. Give one example of each:  
(i) Interrogative sentence  
(ii) Imperative sentence  
(iii) Affirmative sentence. (3)