

**AMIETE – ET/CS/IT**

Time: 3 Hours

**JUNE 2013**

Max. Marks: 80

**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 12 marks.

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

a. Written communication does not include \_\_\_\_\_

- (A) circular (B) face to face conversation  
(C) memos (D) e-mail

b. The communication process involves the \_\_\_\_\_.

- (A) sender (B) public relations  
(C) corporate image (D) motivation

c. Communication is a \_\_\_\_\_ process

- (A) simple (B) complex  
(C) non-reversible (D) conditional

d. An antonym refers to a word that means the \_\_\_\_\_.

- (A) opposite (B) similar  
(C) confused (D) concord

e. Match the word “traverse” with its meaning.

- (A) Delivers (B) Properly explained  
(C) Flows (D) Cross

f. Nehru \_\_\_\_\_ in 1964.

- (A) died (B) dead  
(C) was died (D) was dead

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- g. Minutes are of \_\_\_\_\_ types.
- (A) two (B) three  
(C) four (D) five
- h. Which is not a type of reading style?
- (A) Labelling (B) Skimming  
(C) Scanning (D) Narrating
- i. When a wide geographical coverage is required and a large number of people have to be contacted, the most efficient and convenient method is to collect data through \_\_\_\_\_.
- (A) questionnaires (B) personal observation  
(C) telephonic conversation (D) on-line Net
- j. Effective listeners \_\_\_\_\_.
- (A) listen passively  
(B) listen with the same style  
(C) listen actively  
(D) interrupt whenever they disagree or don't understand

**Answer any FIVE questions out of the following EIGHT questions.  
Each question carries 12 marks.**

- Q.2** a. Describe seven parameters of effective communication. (6)
- b. What are the principles of proximity between subject and verb? (6)
- Q.3** a. Throw light on the scientific and technical style of writing. (6)
- b. What should be the body sport for interview? (6)
- Q.4** a. What are the differences between one-way communication and two-way communication? (6)
- b. What are the differences between note taking and note-making? (6)
- Q.5** a. Describe the main contents of the minutes of a meeting. (6)
- b. Correct the following sentences:
- (i) He is honest, courageous, and of an optimistic turn of mind  
(ii) I shall come unless you need me  
(iii) He wouldn't hardly do that  
(iv) The train scarcely seemed to move  
(v) I was so lonely.  
(vi) I have no money with me. (6)

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- Q.6** a. What are the five prevalent styles of designing a letter? Describe the features of indented style. (6)
- b. What are the main parts of a business letter? (6)
- Q.7** a. Change the following sentences:
- (i) Affirmative into interrogative  
He has passed the examination.
- (ii) Direct into indirect  
He said, "I want to buy a book."
- (iii) Simple into exclamatory sentence  
He exclaimed with delight that his team had won.
- (iv) Superlative into comparative degree  
Kalidas was one of the greatest Sanskrit writers of our country.
- (v) Exclamatory into assertive sentence  
If I could only pass the English test!
- (vi) Simple into complex  
Both perseverance and good luck are essential for success. (6)
- b. Give synonyms of these words
- (i) intention  
(ii) principle  
(iii) polite
- Give antonyms of these words
- (i) ordinary  
(ii) minimum  
(iii) always (6)
- Q.8** a. Give important tips for taking an interview. (6)
- b. How should the barriers to communication be overcome? (6)
- Q.9** a. What is SQ3R formula for reading a text? What are its objectives? (6)
- b. Describe various strategies for reading comprehension. (6)