

DipIETE – ET/CS

Time: 3 Hours

JUNE 2013

Max. Marks: 60

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.
- 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. The media of communication includes:

- (A) Verbal Communication
- (B) Non-verbal Communication
- (C) Written and Oral Communication
- (D) All of these

b. Comprehension includes

- (A) Fast reading, accurate understanding and precise reproduction of whatever is understood
- (B) Fast reading, quick writing and preparing a summary of it
- (C) Slow reading, slow writing and reading it aloud
- (D) Quick reading, writing a summary and reading it aloud

c. Which of the following is not a physical barrier?

- (A) Physical noise
- (B) Extreme cold
- (C) Status consciousness
- (D) Humidity

d. Paraphrase means:

- (A) Equivalent sentence
- (B) Complex sentence
- (C) Lengthy sentence
- (D) Equivocal sentence

e. Which is not a type of listening?

- (A) Passive listening
- (B) Marginal listening
- (C) Objective listening
- (D) Projective listening

f. Oral communication includes –

- (A) E-mail
- (B) Tele-vision
- (C) Charts, diagrams
- (D) Conversation over telephone

Code: DE99 / DC99

Subject: COMM. SKILLS & TECHNICAL WRITING

- g. The most important ingredient of good communication is:
- (A) Good reading (B) Good writing
(C) Good talking (D) Good listening
- h. Which is not an example of one-way-communication?
- (A) Listening to radio (B) Watching television
(C) Reading messages (D) Audience and speaker on platform
- i. An essay is made up of _____
- (A) several lines (B) several dialogues
(C) several critical reviews (D) several paragraphs
- j. Three skills needed for preparing agenda and minutes are:
- (A) Listening, Editing, Writing
(B) Reading, Understanding, Writing
(C) Scribbling, Gathering, Assimilating
(D) Talking, Asking, Finding

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

- Q.2** a. Explain the process of communication. (6)
- b. What are the different types of Formal Communication? (6)
- Q.3** a. As a Diploma holder in Electronics Engineering, prepare an application with Bio-Data for seeking a job in WIPRO Ltd as a Customer Support Engineer. (8)
- b. Mention any four elements of effective writing. (4)
- Q.4** a. Correct the following sentences:-
- (i) Sandeep is married with Gita.
(ii) I shall come unless you need me.
(iii) One of the boy was playing in the garden.
(iv) The puzzle is to difficult to be solved.
(v) The bell should be ring on time.
(vi) The honesty is the best policy. (6)
- b. Give antonyms of:
- (i) Abundance
(ii) Rational
(iii) Posterior
(iv) Future
(v) Cautious
(vi) Always (6)
- Q.5** a. Explain "Reading Tactics". (8)
- b. Describe the process of reading. (4)

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- Q.6** a. What are the objectives of group discussion? (6)
- b. What should be the body language for facing an interview? (6)
- Q.7** a. Describe briefly the types of reports. (8)
- b. Mention all the points to be taken into consideration while writing a report. (4)
- Q.8** a. Give the importance of audio visual aids in speech. (6)
- b. Describe barriers to listening. (6)
- Q.9** a. Give six methods of transformation of sentences in English language. Give one example of each. (6)
- b. Give one line answer to the following:
- (i) Make a sentence on pattern of Subject Verb Object (SVO).
- (ii) Convert into indirect narration:
He said, "I want to sell my property".
- (iii) Convert into a compound sentence:
Besides robbing the poor child, he also murdered her.
- (iv) Convert into passive voice:
The hunter killed the lion.
- (v) Combine the following into a simple sentence:
He is very weak
He cannot walk
- (vi) Convert into affirmative:
He left no plan untried (6)