

Subject: COMMUNICATION SKILLS & TECHNICAL WRITING

Time: 3 Hours

DECEMBER 2010

Max. Marks: 70

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.**
- **Out of the remaining EIGHT questions answer any FIVE questions. Each question carries 10 marks.**

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

a. The verb pattern in English can be divided into two main categories:

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|---------------------------------|---------------------------|
| (A) Compound and complex | (B) Simple and transitive |
| (C) Transitive and intransitive | (D) First and second |

b. The sentence in which a question is asked is a / an

- | | |
|--------------------------|----------------------------|
| (A) Exclamatory sentence | (B) Interrogative sentence |
| (C) Assertive sentence | (D) Negative sentence |

c. In transforming assertive sentences from direct to indirect, the reporting verb and reporting speech are joined by

- | | |
|----------|-----------|
| (A) this | (B) where |
| (C) it | (D) that |

d. In English language the basic sentence pattern is

- | | |
|-------------------------|-------------------------|
| (A) verb-subject-object | (B) subject-verb-object |
| (C) object-subject-verb | (D) subject-object-verb |

e. The antonym of bold is

- | | |
|------------|--------------|
| (A) unbold | (B) timid |
| (C) weak | (D) not bold |

f. The synonym of delight is

- | | |
|-------------|-------------|
| (A) unhappy | (B) joy |
| (C) welcome | (D) shining |

g. This news is _____ good to be true

- | | |
|----------|---------|
| (A) very | (B) too |
| (C) not | (D) so |

h. Transformation means _____ a sentence from one form to another.

- (A) picking (B) taking
(C) changing (D) removing

i. He _____ me, "Where are you going?"

- (A) said (B) asked
(C) informed (D) told

j. The aim of hand skills is to

- (A) reach out to everyone (B) disobey
(C) command and control (D) agree to everything

**Answer any FIVE questions out of the following EIGHT questions.
Each question carries 10 marks.**

Q.2 a. Define Communication and explain the merits and limitations of an oral communication. (6)

b. Discuss the types of formal communication. (4)

Q.3 a. Do as directed: (6)

(i) I saw the whole programme of the Republic day which was broadcast on the TV. (change to a simple sentence).

(ii) He has passed the examination. (change to a negative sentence)

(iii) Many people went to see the inauguration of the new stadium. (change to passive voice).

(iv) He was extremely happy at having won a prize. (change to a complex sentence)

(v) This is a village. / The village is neat and clean. / It has progressed in every field. (Combine the above three sentences into a single sentence)

(vi) He said, "The earth moves round the sun". (change to indirect narration).

b. Written below are four incorrect sentences. Correct them and write the correct sentences. (4)

(i) I gave to my friend the money.

(ii) The old man reached his destination slowly walking.

(iii) Either you may go or stay.

(iv) Due to the fog that night, the road seemed endless to him.

Q.4 a. Read the passage given below carefully and answer the questions that follow:

There was a time when camping was considered to be a poor way of spending a holiday : OK for boy scouts and hard-up students, but hardly the thing for sophisticated, comfort-loving adults. The adults have at last discovered that the boy scouts have really been on to a good thing all these years. If you go camping, it no longer means that you will be bitten to death

by mosquitoes: have to drink brackish coffee; live on stale food; suffocate in a sleeping bag; hump large weights on your back. Camping has become the great pursuit of motorists the world over. All the discomforts associated with it have been miraculously whisked away. For a modest outlay, you can have an elaborate affair which resembles a portable bungalow, complete with three bedrooms, a kitchen and a porch. The portable furniture is light and comfortable; the gas stove brews excellent coffee or grills a tender steak; the refrigerator keeps the eatables fresh and cold; and as for a good night's rest, well, you literally sleep on air. What more could you want?

No wonder the great rush is on. You see, camping has so much to offer. You enjoy absolute freedom. You have none of the headaches of advance hotel booking or driving round and round a city at midnight looking for a room. There are no cold breakfasts in a hotel, no surly staff to tip. For a small sum, you can enjoy comforts which few hotels could provide.

Modern camping sites are well equipped with hot and cold running water and even shops and dance floor! Low-cost holidays make camping an attractive proposition. But above all, you enjoy tremendous mobility. If you don't like a place, or if it is too crowded, you can simply get up and go. Conversely, you can stay as long as you like. You're the boss.

And then there's the sheer fun of it-especially if you have a family. Moping around a stuffy hotel room wondering what they are going to give you for dinner is a tedious business. By comparison, it's so exciting to arrive at a camp site, put up your tent and start getting a meal ready. You are active all the time and you are always close to nature. Imagine yourself beside some clear stream with mountains in the background. Night is falling; everything is peaceful- except for the delightful sound of chops sizzling in the pan! Camping provides you with real change from everyday living. You get up earlier, go to bed earlier, develop a hearty appetite. You have enormous opportunity to meet people of various nationalities and to share your pleasures with them. People are so friendly when they are relaxed. How remote the strained world of hotels seems when you are camping! How cold and unfriendly the formal greetings that are exchanged each day between the residents! For a few precious weeks in the year, you really adopt a completely different way of life. And that's the essence of true recreation and real enjoyment.

Questions:

- (i) What are the factors and fears which used to discourage people from the idea of Camping?
- (ii) Mention the facilities offered by modern camping sites to campers.
- (iii) Mention some of the inconveniences involved in staying at a hotel.
- (iv) List the four words which the author has used to describe the atmosphere of hotels.
- (v) List the four words used for describing the joy of camping.
- (vi) What is the essence of recreation and real enjoyment? (6)

- b. Explain the types of recording styles adopted by the readers. (4)

- Q.5** a. What are the elements of effective formal writing? Describe each one in brief. (4)
- b. Send a personal resume' for the post of a Lecturer in a degree college. (6)
- Q.6** a. Explain in brief the types of listening. (6)
- b. Discuss the barriers (hindrances) to effective listening. (4)
- Q.7** a. Discuss in brief the components of an effective talk. (4)
- b. What are the points to be kept in mind for using Audio visual aids during seminars and conferences? (6)
- Q.8** a. Which qualities of a candidate are judged in a group discussion? (6)
- b. What are the main tips to be kept in mind while appearing for an interview?(4)
- Q.9** a. Describe in brief the main parts of a Report. (6)
- b. How are the conclusions different from the recommendations of a report? (4)