

AMIE TE – ET/CS/IT

Time: 3 Hours

DECEMBER 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.
- Any required data not explicitly given, may be suitably assumed and stated.

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

- a. The term communication is concerned with _____.
(A) the ways we make others to know our opinions, feelings, information etc.
(B) a group of people living in one place
(C) forcing others to accept your viewpoint
(D) more transmission of a message or information
- b. In transforming simple sentences from Direct to Indirect, the reporting verb and reported speech are joined by _____.
(A) then (B) than
(C) that (D) this
- c. When the reported speech reproduces the actual words of the speaker, it is called _____.
(A) Direct narration (B) Indirect narration
(C) Descriptive narration (D) Journalistic narration
- d. The basic sentence pattern in the English language is _____.
(A) object-verb-subject (B) object-subject-verb
(C) subject-verb-object (D) subject-object-verb
- e. The synonym of 'rapidly' is _____.
(A) unrapidly (B) slowly
(C) quickly (D) rapid

Code: AE99/AC99/AT99 Subject: COMM. SKILLS & TECHNICAL WRITING

- f. The antonym of 'smoker' is _____
- (A) smoking (B) non-smoker
(C) un-smoker (D) no-smoker
- g. When superficial listening takes place, it is known as _____
- (A) Passive listening (B) Marginal listening
(C) Active listening (D) Projective listening
- h. The observance of the result of a communication by the sender is called _____
- (A) the feedback (B) downward communication
(C) upward communication (D) successful communication
- i. Paraphrase means the _____ of the sense of the passage in other words.
- (A) restatement (B) opposite
(C) statement (D) none of these
- j. Unilateral communication is an example of _____
- (A) Soft skills (B) Hard skills
(C) Feedback skills (D) Interpreting skills

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

- Q.2** a. What is communication? Explain the process of communication. (6)
- b. List any three merits and limitations of written communication. (6)
- Q.3** a. (i) Give synonyms for the following:
Require, reduce, select, confess, design, hate
- (ii) Give antonyms for the following:
stale, neat, guilty, alone, common, accept (6)
- b. Written below are four sentences which are incorrect. Correct them: (6)
- (i) Girl students must either wear sarees or salwar kameez.
(ii) Five million rupees are large sums.
(iii) The income tax provision of tax relief not only applies to permanent employees but also to casual workers.
(iv) This is one of the most interesting novels that has appeared this year.
(v) The apple fell on the ground.
(vi) What is the time in your watch?

Q.4 a. Do as directed:

- (i) Your good result has not surprised us. (Change to Passive Voice)
- (ii) He said to me, "Where are you going?" (Change to Indirect Narration)
- (iii) He bade good-bye to his friend. (Change to Direct Narration)
- (iv) We need not disbelieve what he said. (Change to Simple sentence)
- (v) He left no plan untried. (Change to Affirmative sentence)
- (vi) What a very lame excuse! (Change to Assertive sentence) (6×1)

b. Give two examples each of the following Verb Patterns:

- (i) Subject Verb Object
- (ii) Subject Verb (to) Infinitive
- (iii) Subject Verb Object Adjective (2×3)

Q.5 a. Read the passage given below carefully and answer the questions that follow:

'Since its birth in the middle of the nineteenth century, the women's rights movement has taken root and spread throughout the world. In many countries women have fought for the right to vote, the right to work, the right to be educated to the limit of their capacities, the right to own and dispose of property and for equal rights within marriage. The cause has penetrated world governments via the United Nations which in 1946 set up a special commission to study the worldwide status of women and make recommendations to the Social and Economic Council on ways of improving it. UNESCO too assists in the advancement of women by seeking to involve them in educational and cultural programmes.

In addition, a multitude of women's organizations exist in individual countries to further, at national and international levels, the eradication of remaining areas of discrimination. Through their affiliation with international feminist bodies, they are in touch with women's activities and achievements in all parts of the world.

However, with half the world's population still illiterate – most of them women – there is great disparity between what has been and has still to be achieved. At one end of the scale, women's rights workers are still pressing for elementary education; at the other, for the removal of early 'protective' legislation which is now felt to be discriminatory because it denies women certain freedoms: for example, the right to do night work if they so choose. Nevertheless, despite the fact that the women's movement has progressed unevenly and with varying success, women in general are emerging from 'chattelism' and are beginning to take their place beside men as free and equal citizens.'

Questions:

- (i) What is the women's rights movement?
- (ii) Why has the movement not been completely successful?
- (iii) Why is there a demand to abolish legislation which was earlier considered 'protective'? (2×3)

b. Explain reading strategies. (6)

- Q.6** a. What are the various styles of writing generally followed? List the same with a short description of each. (4+4)
- b. What are the points that need to be kept in mind while writing a resume? (4)
- Q.7** a. Explain the types of listening. (6)
- b. What are the main components of soft skills? List the same. (6)
- Q.8** a. What general considerations should be kept in mind while writing a good report? (6)
- b. What is the difference between the Abstract and the Summary of a report? (6)
- Q.9** a. When preparing for an interview, list some of the general questions that one should prepare for in advance. (6)
- b. What are the various components of leadership skills? (6)