

FIRST SEMESTER
VOCATIONAL DIPLOMA COURSE
SOFTWARE DEVELOPMENT/ELECTRICAL
EQUIPMENT MAINTENANCE/BUILDING
TECHNOLOGY
COMMUNICATION SKILLS

Time : Three Hours

Maximum Marks : 70

Note : Attempt all questions.

1. a) What is Communication? Describe need of communication and communication process briefly?
- b) Apply appropriate preposition
 - i) He will return _____ Bombay _____
30th of this month..
 - ii) We found him _____ his friends.
 - iii) She hit him _____ a stone.

OR

How can communication be made effective describe?

(2)

OR

Apply appropriate preposition

- i) Dinesh is fond _____ reading books.
 - ii) Put the book _____ the table.
 - iii) The date _____ exam is 25th June.
 - iv) You can write _____ pencil.
2. a) i) Write the characteristics of a good business letter.
- ii) Name different parts of a business letter.
- b) Write correct models:
- i) You _____ to go, it is not necessary.
 - ii) My mother says I _____ be out after eight.
 - iii) How you _____ to speak against me.
 - iv) He _____ come shortly.

OR

- a) Write an application for the post of data entry operator, giving your biodata.
- b) Write correct models:
- i) He _____ to come and see me everyday.
 - ii) She _____ go home alone.
 - iii) They _____ have to do what they're told.
 - iv) We _____ have to do it again.

(3)

3. Write a paragraph of 150 words on any one of the following:

- i) Importance of computer
- ii) Advantage of vocational training of Computer Science and Information Technology.

OR

Write a short story of your interest which you still have in your memory?

4. Use following idioms in appropriate sentences:

- i) on account of
- ii) Child's play
- iii) at the eleventh hour
- iv) Instead of
- v) in Lieu of
- vi) a number of
- vii) Play with fire
- viii) Step by step
- ix) Leave no stone unturned
- x) In no way

OR

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P.T.O.

(4)

Match Column 'a' with their correct meaning in column 'b'.

- | Column 'a' | Column 'b' |
|-----------------------------|--------------------------------|
| i) run out | a) Mislead someone |
| ii) Lions share | b) To ignore some one's advice |
| iii) By hook and crook | c) Fail to come at main point |
| iv) In the twinkling of eye | d) Some one in trouble |
| v) Mountain of a mole hill | e) Impartial |
| vi) Without fear or favour | f) Too much of a minor issue |
| vii) Fish out of water | g) Very quickly |
| viii) Beat about the bush | h) By any means |
| ix) Turn a deaf ear to | i) Largest part of a show |
| x) Throw dirt in one's eye | j) To chase someone |

5. a) Write correct form of the verb :

- i) The plane _____ at 3.30 pm.
(arrives, arrive)
- ii) He _____ sleeping for five hours.
(have been, has been)
- iii) I _____ him in Delhi last month.
(meet, met)
- iv) He _____ him at airport.
(receive, received)
- v) He _____ be meeting us next week.
(will, was)

(5)

b) Change the voice.

- i) They showed the video of disaster.
- ii) They have knock downed the house.
- iii) I have deposited the money is the bank.
- iv) He teaches me English.
- v) He has broken dinner plate.

6. a) Identify adverb from the following:

- i) They are quite wrong in this matter.
- ii) I have just completed my assignment.
- iii) He has not completed work as yet.
- iv) I have often seen her near garden.

b) Apply appropriate conjunction in the following sentences:

i) I could not get a seat ____ I came early.
(as, though, when)

ii) We are leaving Wednesday _____ or not it rains.

(If, whether, though)

- iii) Pay attention to your work _____ you will not make mistakes. (so that, unless, or)
- iv) This is the place _____ we stayed last month.
- c) Find out pronouns from the following sentences.
- i) Who is the writer of this book.
- ii) By Whom this book is written.
7. a) Change the degree:
- i) No other metal is as bright as gold.
- ii) Ram's intelligence is superior to that of John.
- iii) A Cheetah is the fastest animal on land.
- b) Fill 'a' 'an' or 'the' where, it is necessary.
- i) _____ chain you gave me is lost.
- ii) He is _____ honest man.
- iii) _____ Mr. Gupta came when you were away.
- c) Choose 'verb' according to subject:
- i) Twenty Thousand Rupees _____ a large sum.
(is, are)

(7)

- ii) The united states _____ a fine traffic system. (has/have)
- iii) Either of the two books _____ the idea. (reveals, reveal)
- iv) Each of these Mangos _____ ripe. (is/are)

