

FIRST SEMESTER
VOCATIONAL DIPLOMA COURSE
ELECTRICAL EQUIPMENT MAINTENANCE /
BUILDING TECHNOLOGY
SCHEME JULY 2015
COMMUNICATION SKILLS

Time : Three Hours

Maximum Marks : 70

Note : Attempt all questions.

1. a) What are the principles of effective communication? Explain. 6

OR

Describe physical Barriers and Language Barriers along with the ways to remove them.

- b) Insert suitable prepositions in the blanks: 4
- i) We don't go _____ school _____ sundays.
 - ii) Come _____ ten o'clock _____ Friday morning.
 - iii) The cat is hiding _____ us _____ the table.
 - iv) He was suffering _____ typhoid _____ he died _____ cancer.

2. a) Write an application for the post of Computer Operator enclosing your curriculum vitae. 6

- b) Choose appropriate modals from those given in brackets in each sentence: 4

- i) _____ you please help me in solving this problem. (should / would)
- ii) The doctor said, "You _____ not smoke". (must / need)

(2)

- iii) Before his accident, he _____ run fast.
(might / could).
- iv) She _____ speak Hindi as well as English.
(Can / could).

3. Write a paragraph of about 150 words on any one of the following topics: 10
- i) Pollution
 - ii) Science in everyday life
 - iii) Importance of computers
 - iv) Importance of communication skills

OR

Write summary of any (one) short story that you have read, in about 150 words.

4. Use the following phrases and idioms in your own sentences: (any ten) 10
- i) in addition to
 - ii) of course
 - iii) in front of
 - iv) instead of
 - v) step by step
 - vi) beat about the bush
 - vii) come to an end
 - viii) turn a deaf ear to
 - ix) throw dust into one's eyes
 - x) live hand to mouth
 - xi) one way or another
 - xii) run out of

5. a) Use correct forms of the verbs given in brackets: 5

- i) He _____ newspaper every morning (read)
- ii) It _____ this morning when I got up. (rain)
- iii) He _____ this job two months ago. (leave)
- iv) I _____ English since last six months. (learn)
- v) The Prime Minister _____ this school building next week. (inaugurate).

b) Change the following sentences into passive voice. 5

- i) They allow children to play.
- ii) Block the noise.
- iii) They have offered us all the help that we needed.
- iv) Teachers had advised him to work hard.
- v) They caught the thief but let him off.

6. a) Insert appropriate relative pronouns in the blank choosing from those given below: 2
 who, which, whose, that

- i) The pen _____ I lost was not imported.
- ii) The girl _____ works in this office is my sister.

b) Do as directed: (any four) 8

- i) You will be given leave if you complete the assignment. (Rewrite the sentence using 'unless').
- ii) The tea is very hot, I cannot drink it. (Rewrite the sentence using 'too _____ to').
- iii) I did not ask him to do it and _____ he.

(Rewrite the sentence using 'nor' in the blank)

(4)

- iv) He is good at Maths and _____ his brother.
(Rewrite the sentence using 'so' in the blank)
- v) He is fond of dancing and singing.
(Rewrite the sentence using 'not only _____
but also')

7. a) Insert articles where necessary: 3
- i) My friend is _____ engineer.
- ii) _____ book that we bought yesterday is very interesting.
- iii) _____ iron is _____ metal.
- b) Rewrite the following sentences, choosing the correct verb from within the brackets in each case. 2
- i) Either the sand or the cement (are, is) bad.
- ii) All of the workers (were / was) on strike.
- c) Complete the following sentences by putting the given verbs into gerund forms: 2
- i) I began (read) a novel yesterday.
- ii) I like (go) out in the rain.
- d) Rewrite the following sentences using the comparative form without changing their meaning: 3
- i) This is the tallest building in the town.
- ii) Geeta does not run as fast as her sister does.
- iii) The Bhilai Steel Plant is the largest in India.

