

**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 do you understand by communication Process? How can communication be made effective? 6
- b) What are sender oriented barriers and how can they be removed 4

OR

Fill in the blanks with suitable prepositions. 4

- i) The children are watching the T.V \_\_\_\_\_ the next room.
  - ii) He was standing \_\_\_\_\_ the tree to avoid the hot sun.
  - iii) He came and sat \_\_\_\_\_ my father.
  - iv) He walked \_\_\_\_\_ the hostel.
2. a) Write an application for job Prepare a resume to be attached with the application. 6

OR

What are the principles of effective business correspondence?

- b) Fill in the blanks with appropriate models given in the brackets. 4
  - i) She \_\_\_\_\_ carry a raincoat with her, the sky is clear.  
(needn't / mustn't)
  - ii) The office staff are angry so they \_\_\_\_\_ go on strike. (can/ must).
  - iii) You \_\_\_\_\_ not go until you finish your H.W (shall/may).
  - iv) He \_\_\_\_\_ prefer to have coffee (would/shall).

3. Write a paragraph of any one topic in 150 words. 10
- i) Importance of computers.
  - ii) Value of sports and games.
  - iii) Use of internet.
  - iv) Importance of communication.

OR

Write a short story in your words in about 150 words.

4. Use the following idioms and phrases in sentences of your own phrases (Any five) 10
- i) in front of
  - ii) instead of
  - iii) by and large
  - iv) throw dust in one's eye.
  - v) in no way.
  - vi) blow one's own trumpet.
  - vii) feather in one's cap.
  - viii) in memory of
5. a) Change the following sentences into passive : 5
- i) I opened the door.
  - ii) We expect good news.
  - iii) People speak English all over the world.
  - iv) Employer promised us higher wages
  - v) He taught are maths at the university.
- b) Rewrite using appropriate forms of verbs given in the brackets 5
- i) Oxygen \_\_\_\_\_ one fifth of the air.(form).
  - ii) A person who \_\_\_\_\_ ladies hats is known as a milliner.(sell).
  - iii) My uncle (stay) with us for a few weeks.
  - iv) I can not play the match as I \_\_\_\_\_ my foot.(injure)
6. a) Fill in the blanks with correct conjunction from the bracket. 3
- i) John smokes \_\_\_\_\_ his brother doesn't [but/and].
  - ii) I like him \_\_\_\_\_ he is very sincere. [so/because].
  - iii) \_\_\_\_\_ he worked hard, he did not win [though/hence].

- b) Underline the adverbs in the following sentence. 3
- i) The technician fixed the problem easily.
  - ii) He laughed merrily.
  - iii) The man grumbled loudly while cleaning the table.
- c) Rewrite the sentences using correct pronouns. From the brackets. 4
- i) Gary's mom asked \_\_\_\_\_ to clean the garage. [he/him]
  - ii) A student of \_\_\_\_\_ has just gave out. [your/yours]
  - iii) When sally won the lottery, she pinched \_\_\_\_\_ to make sure she wasn't dreaming [himself/herself]
  - iv) The machine \_\_\_\_\_ I bought is not working [whose/which]
7. a) Write the comparative form of the following words. 3
- i) big
  - ii) good
  - iii) fast
- b) Insert 'a', 'an', 'the' where necessary. 3
- i) \_\_\_\_\_ apple has a sweet taste.
  - ii) \_\_\_\_\_ Ganga is a holy river.
  - iii) My friend is \_\_\_\_\_ politician.
- c) Rewrite the following sentences choosing the correct verb from the brackets. 2
- i) 'The Thirty-Nine steps' \_\_\_\_\_ written by John Buchan. [was/were].
  - ii) Non of the gas \_\_\_\_\_ been consumed. [has/have]
- d) Complete the sentences with gerund form of the verbs in bracket. 2
- i) I am dream of \_\_\_\_\_ (be) a filmstar.
  - ii) We insist on \_\_\_\_\_ (cook) the dinner ourselves.

