

First Semester

**Elect /ETE/Opto Elex./ Elect. Elex./ Elex.& Instru./ PRPC/
Plastic Tech /Com. SC/IT/CHM/ M.&M.S.**

Second Semester

**Auto/ Mech./RAC/Chemical/ Cement Tech./ Civil / CTM./
Printing Tech./Textile Tech./ Production Engg.**

COMMUNICATION SKILLS IN ENGLISH**Time : Three Hours****Maximum Marks : 70****Note : Attempt all questions.**

Q.	CO	KL	Questions	Marks
1.	CO1	R U	a) Answer the following questions in one or two sentences each. (Any four) i) Why does the scientist use special words? ii) What was the state of industrial safety rules before 1911? iii) What is the job of staff safety specialist? iv) Why should we look for alternative sources of energy ? v) What are non-renewable sources of energy? Give examples. vi) What is the distinguishing mark of an entrepreneur? vii) What does an entrepreneur do for others?	8

Q.	CO	KL	Questions	Marks
			<p>e) Rewrite the following sentences choosing correct verb .</p> <p>i) Either the sand or the cement (is/are) bad.</p> <p>f) Rewrite the following sentences into passive voice (Do not use by + agent):</p> <p>i) They invited me to give a talk on 'participative management'.</p> <p>ii) People will show the visitors new buildings.</p> <p>g) Complete the sentences using suitable preposition:</p> <p>i) India became a free country _____ 15th August 1947.</p> <p>i) Add an appropriate question tag to the following statement :</p> <p>i) She has not submitted the assignment.</p>	<p>1</p> <p>2</p> <p>1</p> <p>1</p>
3.	CO4	R U U A	<p>a) Define communication. How can we make our communication effective?</p> <p style="text-align: center;">OR</p> <p>Write short notes on the following :</p> <p>i) Process of Communication</p> <p>ii) Types of Communication</p> <p>b) Write a letter placing order for items as per your business requirement.</p> <p style="text-align: center;">OR</p>	<p>7</p> <p>3</p> <p>4</p> <p>7</p>

Q.	CO	KL	Questions	Marks
			Draft a job application to apply for a post in response to the advertisement of a job vacancy in a newspaper, along with a resume.	
4.	CO3	A	a) Write a paragraph of about 150 words on any one of the following topics: i) Importance of Internet ii) Solar Energy iii) Entrepreneurship iv) Importance of Communication Skills	7
		R U	b) Draft an e-mail to follow-up a complaint about shortage of items in the supplied goods. OR Discuss various telephone manners to be taken care of while handling official telephonic conversations.	7
5.		U A	a) Read the following carefully and answer the questions below: Here is an important rule for pedestrians. They ought to keep to the footpath and leave the middle of the road for vehicles. Where there is no footpath, pedestrians must keep close to the edge of the road. If they do not obey this rule, they will cause danger to themselves as well as to others. A driver may turn his vehicle suddenly to	7

Q.	CO	KL	Questions	Marks
		U A	<p>avoid a pedestrian and, in doing so, may knock down someone else. He may even lose control of his vehicle and drive over the footpath and knock down several people.</p> <p>All vehicles should keep to the left and leave the right half of the road free for those coming from the opposite direction. This is the traffic rule in all parts of India. In some countries in the west, however, vehicles have to keep to the right and not to the left. It does not matter whether it is right or left but, everyone should obey the rule. Cyclists should always keep to the edge of the road and not get in the way of other vehicles or pedestrians. We often see two or more cyclists riding together side by side right in the middle of the road. Traffic rules do not allow this. Where the road is busy, this will interfere with the flow of traffic and cause accident. The rule about overtaking is an equally important rule. One vehicle should overtake another vehicle only on the right, because otherwise it may get in the way of the vehicle which is trying to keep to the left.</p> <p>Questions :</p> <p>i) What should pedestrians do, if there is no footpath ?</p>	2

Q.	CO	KL	Questions	Marks
			ii) What is the traffic rule for vehicles in India ?	2
			iii) What is the rule for overtaking?	2
			iv) Find the word in the passage meaning : people who walk on road	1
			b) Make a précis of the above passage in 50-60 words and give it a suitable title.	5+2=7



CO - Course Outcome, KL - Knowledge Level, R - Remembering
U - Understanding, A - Application