

MaulanaAzadNationalUrduUniversity

Diploma in Engineering

I Semester Exams CBCS (AICTE)- July-2023 DPCC111HST - Communication Skills in English

TotalTime:2 hrs.

Total Marks:30

Note: This question paper consists of three parts: Part -A, Part-Band Part-C. Number of words to answers each question is only indicative. Attempt all parts.

Part-A contains (5) compulsory questions of multiple choice/fill in the blank/very short answer type question. **Answer all questions. Each question carries (1) mark. (5x1=5 Marks)**

Part-B contains (5) questions of which students are supposed to answer (3) questions. Answer each question in approximately 100 words. **Each question carries (5) marks. (3x5=15 Marks)**

Part-C contains (2) questions of which students are supposed to answer (1) question. Answer each question in approximately 250 words. **Each question carries (10) marks. (1x10=10 Marks)**

PART-A

I. Answer all Questions:

- i. Write prefixes for the following:
a) ...social b) ...guide c) ...search d)...able
- ii. Write suffixes for the following:
a) nation... b) kind... c) play... d) hand...
- iii. Communication is an Process.
- iv. Communication in the form of spoken words is called -----communication..
- v. is an example for visual communication.

PART-B

Answer **ANY THREE** of the following questions.

3x5=15

1. Write a short essay on the steps involved in the communication process.
2. Write any five differences between soft skills and hard skills.
3. Write a short essay on the types of communication.
4. Change the given sentences into Present tense negatives.

- a. She works very hard.
- b. He is an Engineer.
- c. They are players.
- d. He lives in Hyderabad.
- e. I play well.

6. Change the given sentences into Past tense negatives.

- a. We bought a house last year.
- b. He went to a movie yesterday.
- c. They played cricket last month.
- d. The room was clean.
- e. She brought ten apples this morning.

PART-C

7. You want to apply for an Instructor job at your college. Write your Resume with covering letter.

8. Read the following passage and answer the questions that follow:

Govind Singh, an ex-serviceman was appointed as a gatekeeper in an English company. He liked the job and was smart in his khaki uniform. Whenever the Sahib's car stopped at the gate, he would give him a military salute. He sincerely served the company for twenty-five (25) years. Then he begged to be pensioned off. The company commended his service and gave him a pension of rupees twelve (12) a month for life. He lived peacefully; his wife also earned little money as a servant.

Every month Singh went to the company and got the pension from the clerk. One day Singh made a new discovery about himself. A child brought him a doll for repair. He repaired it and started making dolls out of clay. This skill with which he made beautiful dolls made many people admire him. His models made a miniature reflection of the world. He showed his loyalty to the Sahib of the company by making a present of his handwork to him. One fine day Singh received a registered letter. He was afraid that this might be the news of stoppage of his pension. The letter worried him and drove him mad.

One day the police arrested him for breaking streetlights. Even at that time, he had not opened the letter. On the way to the police station, the accountant of the company met him by chance. He told Singh about the content of the letter. It was Sahib's commendation of his artistic models with a reward of rupees hundred. The accountant tore to open the letter and gave him the cheque. The accountant secured the release of Singh. Thereafter Singh never made toys again. This story reveals the gateman as an unforgettable character. His simplicity and loyalty, his pride, his blameless career, his gift of making toys, his misfortune and his deliverance are brought out in this short story.

Questions:

1. How much pension did Govind Singh get in a year?
2. What skill did Govind Singh discover?
3. What type of clay models did he make?
4. Why did the police arrest him?
5. Why did he get a reward of rupees hundred?