

MaulanaAzadNationalUrduUniversity

Diploma in Engineering

I Semester Exams CBCS (AICTE)-December2023

DPCC111HST-Communication Skills in English

TotalTime:2hrs

TotalMarks: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) questions. Answer each question in approximately 250 words. Each question carries (10) marks.

(1x10=10 Marks)

PART-A

I. Answer **ALL** the **FIVE** of the following questions.

1. Write prefixes for the following:
a) ...appear b) ...lucky c) ...open d)...correct
2. Write suffixes for the following:
a) care... b) fool... c) kind... d) hope...
3. What is 'communication'?
4. Write an example of a soft skill.
5. What is verbal communication?

PART-B

II. Answer **ANY THREE** of the following questions. **3x5=15**

6. Discuss at least three barriers of communication.
7. Write a short essay on verbal, non-verbal and visual communication.
8. What are the differences between hard skills and soft skills?
9. Change the given sentences into negatives.

Example: I **am** a student (positive). → I **am not** a student (negative).

- a. He works very hard.
- b. You eat a lot of sweets.
- c. We bought a house last year.
- d. The room was clean.
- e. She is a scientist.

10. Change the verbs given brackets into passive voice.

- a. Books _____(sell) by him yesterday.
- b. Fruits _____(have, distributed) by the secretary.
- c. A song _____(sing) by her.
- d. Physics _____(teach) by Ali.
- e. A question _____(ask) by the teacher.

PART-C

III. Answer ANY ONE of the following questions. 1x10=10

11. Prepare your own Resume and write a covering letter applying for the post of “Technical Assistant” at Leads Technologies Company.

12. 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 years. Then he begged to be pensioned off. The company commended his service and gave him a pension of rupees twelve 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. What job did Govind Singh do?
2. How many years did Govind Singh work in the company?
3. What skills did Govind Singh have?
4. Why did Govind Singh feel afraid?
5. What kind of a person was Govind Singh?