

GUJARAT TECHNOLOGICAL UNIVERSITY
DIPLOMA ENGINEERING – SEMESTER – 1 - EXAMINATION – SUMMER-2022

Subject Code: 4300002**Date :26-08-2022****Subject Name: Communication Skills in English****Time:02:30 PM TO 05:00 PM****Total Marks:70****Instructions:**

1. Attempt all questions.
2. Make Suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.
4. Use of simple calculators and non-programmable scientific calculators are permitted.
5. English version is authentic.

Marks

- Q.1 (a)** Answer the following questions in one or two sentence. (Any three) **03**
1. Who created SMCR model of communication?
 2. Write any two barriers to communication.
 3. What is verbal communication?
 4. What is visual communication?
- (b)** Select the correct option. (Any four) **04**
1. The person who transmits the message is called _____
a) Channel (b) Sender (c) Receiver (d) Response
 2. Which is not a part of Communication Process?
a) Decode (b) Channel (c) Sender (d) Prejudice
 3. The response to a sender's message is called _____
a) Feedback (b) Barrier (c) Noise (d) Source
 4. E-mails, texts, letters, reports are examples of _____ communication.
a) Oral (b) Non-verbal (c) Written (d) Spoken
 5. _____communication includes body language, facial expressions etc.
a) Verbal (b) Non-verbal (c) Facial (d) Written
- (c)** Rewrite the following sentences using suitable Connector. **07**
1. Suresh tried hard to get it done. It was not possible. (and, but, so)
 2. Winter is the season. We feel cold. (where, when, why)
 3. He was my friend. I decided to help him. (otherwise, but, so)
 4. This is the institute_I served for seven years. (when, where, which)
 5. The weather improves. We shall go for a walk. (if, unless, otherwise)
 6. She is poor. She is honest. (unless, otherwise, but)
 7. I felt ill. I went on working. (though, because, and)
- OR**
- (c)** Rewrite the following sentences using the tense given in the brackets. **07**
1. He will be a good leader. (Simple Past Tense)
 2. Gayatri had many friends. (Simple Present Tense)
 3. They wait for the arrival of their teacher. (Present Continuous Tense)
 4. What are they doing over there? (Simple Future Tense)
 5. They were questioned by their teacher. (Present Perfect Tense)
 6. Diya was watching for two hours. (Present Perfect Continuous Tense)
 7. The plane took off before we reached the airport. (Past Perfect Tense)
- Q.2 (a)** Write short note on Process of Communication. **03**
- (b)** Fill in the blanks by selecting the correct Pronoun. **04**
1. After school, You and ___ must discuss a few things. (I, Me)

2. This is my book and that is _____. (your, yours)
 3. Please check _____ is knocking at the door. (whom, who)
 4. The king _____ gave the awards to the children. (himself, myself)
- (c) Fill in the blanks by selecting the most appropriate Modal Auxiliary. **07**
1. We _____ obey our elders. (could, should, can)
 2. He tried hard but _____ not lift it. (ought, shall, could)
 3. You _____ do your homework regularly. (must, can, may)
 4. I wish you _____ get good marks. (can, would, should)
 5. _____ you lend me a pen, please? (shall, should, will)
 6. It _____ rain today. (may, should, would)
 7. _____ I carry your luggage? (could, shall, would)

OR

- Q.2 (a)** Write short note on Barriers to Communication. **03**
- (b)** Identify the correct Sentence Pattern of the given sentences. **04**
1. Ritu / wrote / a letter.
 2. The class / became / noisy.
 3. Her father / is / a doctor.
 4. We / enjoyed.
- (c)** Fill in the blanks by selecting the most appropriate form of verb. **07**
1. There _____ major flaws in your argument. (is, are)
 2. The director and producer of the movie _____ present there. (were, was)
 3. You as well as I _____ responsible for our losses. (are, am)
 4. Not only the principal but also the teachers _____ played a vital role. (has, have)
 5. Either you or Rahul _____ responsible for the mistake. (is, are)
 6. Neither of these two students _____ done well. (have, has)
 7. Some of the work _____ to be done. (remain, remains)

- Q.3 (a)** Write short note. (any one) **03**
1. The end of the story After Twenty Years.
 2. The central idea of the poem Where the Mind is without Fear.
- (b)** Fill in the blanks by selecting the correct option. **04**
1. A party of hunters resting beneath the _____
a) Rhododendrons (b) Maples (c) Oaks (d) Raspberries
 2. The man and his friend Jimmy belong to _____ city.
a) New York (b) London (c) Mumbai (d) Paris
 3. The horse thought that it was _____ to stop there.
a) Stupid (b) Queer (c) Foolish (d) Useless
 4. Rabindranath Tagore wants his countrymen to be without _____.
a) Courage (b) Respect (c) Fear (d) Shame
- (c)** Answer the following questions. (any two) **04**
1. Why did the ravine become a little haven of wildlife?
 2. What did Jimmy write in the note handed over to Bob?
 3. What according to the speaker will surprise the horse?
- (d)** Answer the following questions in one or two sentence. (any three) **03**
1. Who wrote the poem Where the Mind is without Fear?
 2. Where did Bob and Jimmy take the last dinner?
 3. When did the author first see the leopard?
 4. Which season is described in Stopping by Woods on a Snowy Evening?

OR

- Q.3 (a)** Write short note. (any one) **03**
1. Describe the author's first encounter with the leopard.
 2. The central idea of the poem Stopping by Woods on a Snowy Evening.
- (b)** Fill in the blanks by selecting the correct option. **04**
1. The _____ was a regular visitor of the stream.

a) Forktail (b) Tiger (c) Lion (d) Sparrow

2. What was the time of appointment?

a) 12 o'clock (b) 11 o'clock (c) 10 o'clock (d) 9 o'clock

3. 'Woods' means _____

a) Snow (b) Wood (c) Forest (d) Farm

4. The Poet wants the words to come from _____

a) The depth of spirit (b) The depth of mind (c) The depth of truth (d) The depth of heart

(c) Answer the following questions. (any two) **04**

1. What happened when the leopard sensed the author's presence?

2. What promise did Jimmy and Bob make twenty years ago?

3. What does the poet say about the owner of the woods?

(d) Answer the following questions in one or two sentence. (any three) **03**

1. Who does the poet address as 'thee' and 'my father'?

2. Whose carcass the hunters had seen?

3. How long has Bob been under arrest?

4. How are the woods?

Q.4 (a) Fill in the blanks by choosing the most appropriate Interjection. **03**

1. _____ We are ruined. (Hurrah! , Alas! , Bravo!)

2. _____ The teacher is coming. (Ouch! , Alas! , Hush!)

3. _____ We won the match. (Hurrah!, Eureka!, Alas!)

(b) Do as directed. (Any four) **04**

1. Make a sentence using the word – Extinction

2. Give opposite word for – Appear, Arrival

3. Write synonym word for – Paradise, Tremble

4. Give one word for – Person who works slowly but earnestly

5. Find the correct spelling – A. Pessenger B. Passenger C. Pessengar

(c) Answer the following by selecting the correct option. **04**

1. The file attached to an email is called the _____

a) content (b) attachment (c) subject (d) BCC

2. In E-mail communication, CC stands for _____.

(a) Confidential Copy (b) Cancelled Copy (c) Carbon Copy (d) Casual Copy

3. The e-mail id of the secondary recipient of email is entered in ____ field.

(a) From (b) CC (c) BCC (d) Subject

4. Which of the following is an advantage of an e-mail?

(a) Desired length (b) Ease of communication (c) Lower cost (d) All of these

(d) Answer the following by identifying the suitable option. **03**

1. Where is the receiver's address written in a formal letter?

(a) on the top of the letter (b) just below the date (c) just above the date (d) just after the salutation

2. Which of the following is not a part of a formal letter?

(a) Salutation (b) Date (c) Subject (d) Photo

3. _____ is not one of the 7Cs of business communication.

(a) Correctness (b) Character (c) Clarity (d) Conciseness

OR

Q.4 (a) Fill in the blanks by choosing the most appropriate Interjection. **03**

1. _____ The baby is asleep. (Hush!, Alas!, Ouch!)

2. _____ I am stung by a bee. (Ouch!, Bingo!, Wow!)

3. _____ Our team came first in the competition. (Alas!, Eureka!, Hurrah!)

(b) Do as directed. (Any four) **04**

1. Make a sentence using the word – Vicinity

2. Give opposite word for – Continue, Certain

3. Write synonym word for – Blossom, Pretty

4. Give one word for – Sudden violent rush of wind

5. Find the correct spelling – A. Musoorie B. Mussoorie C. Massoorie
- (c) Answer the following by selecting the correct option. **04**
- In e-mail communication, BCC stands for _____.
(a) Blank Carbon Copy (b) Blind Casual Copy (c) Blink Carbon Copy (d) Blind Carbon Copy
 - Which of the following is mandatory for sending an E-mail?
(a) Body (b) Sender's Mail id (c) Attachment (d) Subject
 - To send a received mail to another person, you need to _____ the message.
(a) Reply to (b) Forward (c) Reply All (d) Copy
 - What is the full form of E-mail?
a) Electronic-mail (b) Electric-mail (c) Effective-mail (d) Efficient-mail
- (d) Answer the following by identifying the suitable option. **03**
- Conciseness in business communication means _____.
a) Brevity (b) Appreciation (c) Vagueness (d) Authenticity
 - The Key points are written in which part of a formal letter.
a) Heading (b) Body (c) Closing (d) Complimentary close
 - What is the correct way to write a Complimentary close in a formal letter?
a) Your truly (b) Yours truly (c) Your's truly (d) Yours' truly
- Q.5 (a)** Identify Noun/s from the sentences given below. **03**
- The sun rises in the east.
 - London is on the Thames.
 - He had brown hair.
- (b) Fill in the blanks by choosing the correct Adverb. **04**
- I have _____ been to the USA. (never, ever, sometime)
 - He _____ believes what I say. (always, already, rare)
 - We were _____ bored with the show. (quiet, quite, quit)
 - It rained _____ (heavily, heavy, heavier)
- (c) Astha Yagnik writes a Complaint Email to Anurag Electronic Distributors about her non-functioning purchased computer. Draft an E-mail on her behalf. **07**
- OR**
- Q.5 (a)** Identify Noun/s from the sentences given below. **03**
- Dogs are very faithful animals.
 - My mother works in a school.
 - I heard the doorbell.
- (b) Fill in the blanks by choosing the most suitable Adjective from the given list. **04**
- (little, friendly, silk, second)
- The _____ car in the row is mine.
 - He has _____ intelligence.
 - She bought a _____ dress.
 - A _____ elephant pulled me out of the pit.
- (c) Aman Gupta, 24, Mangal Murti Society, Vadodara writes a request letter to The Chief Engineer, Torrent Power, Ahmedabad for granting him permission for Internship during his last semester. Draft a letter on his behalf. **07**