

No. of Printed Pages : 4
Roll No.

220041/212841

4th Sem. Agri, Arch, Auto, Ceramic, Chemical, Chemical
(P&P) Civil, Computer, electrical, ECE, Food Tech, IC, LIS, Mech
Engg. Mech (Tool & Die) DMLT, Plastic Tech, Textile Design,
Textile Processing, Textile Tech, Automation & Robotics, Fashion
Tech, OMCA, Fashion Design, Medical Electronics, DMLT (For
Speech and Hearing Impaired), Artificial Intelligence & Machine
Learning, Hotel Management & Catering Tech, ECE (For Speech
and Hearing Impaired), FAA, DBM Marketing, DBM Retail,
DBM HRM, Computer (For Speech and Hearing Impaired)
Sub. English and Communication Skills-II

Time : 3 Hrs.

M.M. : 60

SECTION-A

Note: Multiple type Questions. All Questions are compulsory. (6x1=6)

- Q.1 The bet was struck between the banker and the
a) Lawyer b) Scholar
c) Doctor d) Journalist
- Q.2 A _____ is a word which joins together sentences and
sometimes words.
a) Noun b) Conjunction
c) Preposition d) Adjective
- Q.3 How long had Dr Raman and Gopal been friends?
a) Twenty Years b) Thirty Years
c) Forty Years d) Fifty Years

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- Q.4 Dr. Kiran Bedi joined the Indian Police service in
a) 1970 b) 1972
c) 1974 d) 1978
- Q.5 Which one of the following is not a preposition?
a) Against b) On
c) Between d) But
- Q.6 Proxemics is _____.
a) Time Language b) Body Language
c) Distance Language d) Touch Language

SECTION-B

Note: Objective/Completion type questions. All questions are compulsory. (6x1=6)

People came to him when the patient was on his last legs. Dr Raman often burst out. "Why couldn't you have come a day earlier?" The reason was obvious visiting fee twenty-five rupees, and more than that people liked to shirk the fact that the time had come to call in Dr Raman. Long years of practice of this kind had bred in the doctor a certain curt truthfulness; for that very reason his opinion was valued; he was not a mere doctor expressing an opinion but a judge pronouncing a verdict. The patient's life hung on his words. This never unduly worried Dr Raman. He never believed that agreeable words ever saved lives.

- Q.7 Who is the Writer of the story, "The Doctor's Word?"
- Q.8 What does "on one's last legs" mean?
- Q.9 What was Dr. Raman's Visiting fee?
- Q.10 What did the patient's life hang on?

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- Q.11 What did Dr. Raman never believe?
Q.12 Write the synonyms for these words: (i) obvious (ii) value

SECTION-C

Note: Short answer type Questions. Attempt any eight questions out of ten Questions. (8x4=32)

- Q.13 Write a short note on E-mail writing.
Q.14 Fill in the blanks with appropriate prepositions.
a) You must think _____ a good plan.
b) The old man died _____ cholera.
c) I prefer tea _____ coffee.
d) I get up _____ 5 A.M.
Q.15 Translate the following administrative and technical terms in Hindi.
a) Assistant b) Write off
c) Compensation d) Director
Q.16 Punctuate the following sentences.
a) mohan please help me
b) sohan said this picture is very beautiful.
c) I have lived in a few states haryanapunjabgujarat himachalpradesh
d) may I help you
Q.17 Discuss the importance of Resume writing.
Q.18 Write any four do's and don'ts each of a Group Discussion.

- Q.19 Use the following pair of words in appropriate sentences.

- a) Roll, Role b) Die, Dye
c) Idle, Ideal d) Berth, Birth

- Q.20 Write a short note on Proxemics.
Q.21 Discuss any four basic soft skills.
Q.22 Write appropriate sentences using these Idioms and phrases.
a) To bell the cat b) To blow one's trumpet
c) Apple of one's eye d) A turn coat

SECTION-D

Note: Long answer questions. Attempt any two questions out of three Questions. (2x8=16)

- Q.23 Define Communication. Write in detail 7c's of effective communication.
Q.24 Write a complaint letter about a damaged product received from online store.
Q.25 You are Arun/Aruna, the secretary of Eco Club of your college. Write a report on 'Tree Plantation week' celebrated in your college, to be published in your college magazine.

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Processing, Textile Tech, Automation & Robotics , Fashion Tech,
OMCA, Fashion Design, Medical Electronics, DMLT
(For Speech and Hearing Impaired), Artificial Intelligence &
Machine Learning, Hotel Management & Catering Tech, ECE
(For Speech and Hearing Impaired), FAA, DBM Marketing,
DBM Retail, DBM HRM, Computer
(For Speech and Hearing Impaired)**

Subject : English & Communication skills-II

Time : 3 Hrs.

M.M. : 60

SECTION-A

Note: Multiple type Questions. All Questions are compulsory. (6x1=6)

- Q.1 The author of The Portrait of a Lady's is (CO1)
a) Ruskin Bond b) Khushwant Singh
c) Noupal d) Vikram Bhatt
- Q.2 What was Dr. Raman's visiting fees in the story 'The Doctor's Ward'? (CO1)
a) 20 Rupees b) 25 Rupees
c) 30 Rupees d) 35 Rupees
- Q.3 The banker in 'The Bet' staked his two million for (CO1)
a) 3 years b) 4 years
c) 5 years d) 6 years

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Q.4 Soft skills help build. (CO4)

- a) Communication skills b) Problem solving skills
c) Teamwork d) All of the above

Q.5 Circulars are issued for (CO3)

- a) Change in office working hours
b) Revision of pay scales
c) Change of rules
d) All of the above

Q.6 The banker decided to murder the (CO1)

- a) Guard b) Servant
c) Gardener d) Lawyer

Section-B

Note: Short answer type Question. Read the passage and answer the questions given below. (6x1=6) (CO-1)

Q.7 In this busy round of work, Dr. Raman had not noticed that Gopal had not called in for over three months now. He just remembered it when he saw Gopal's son sitting on a bench in the consulting hall, one crowded morning. Dr. Raman Could not talk to him for over an hour. When he got up and was about to pass on to the operation room, he called up the young man and asked, "What brings you here, sir?". The youth was nervous and shy. "Mother send me here."

"What can I do for you?"

"Father is ill....."

It was on operation day and he was not free till three in

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the afternoon. He rushed off straight from the clinic to his friend's house, in Lawley Extension.

- a) How long had Gopal not been called by Dr. Raman?
- b) Where was Gopal's son?
- c) Who had sent for Dr. Raman?
- d) How was Gopal's son?
- e) Write synonyms:
 - i) Busy ii) Forever
- f) Write antonyms :
 - i) crowded ii) shy

Section-C

Note: Short answer questions. Attempt any eight questions out of ten Questions. (8x4=32)

- Q.13 Describe the grandmother's routine in the village in 'The portrait of a Lady'. (CO1)
- Q.14 Draft a memo to an employee informing him of a cut in his salary. (CO3)
- Q.15 List some advantages of good presentation skills. (CO4)
- Q.16 What is the theme of the story 'The Bet'? (CO1)
- Q.17 Use these misuses words in appropriate sentences.
 - a) Break, Brake b) Dairy, Diary
 - c) Roll, Role d) Pair, Pare (CO1)
- Q.18 Fill the blanks with appropriate prepositions. (CO1)
 - a) Beware _____ pickpockets.

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- b) I am new _____ this city.
- c) The lion jumped _____ the wall.
- d) He was shouting _____ me.

- Q.19 Describe the 7Cs of communication for effective communication. (CO2)
- Q.20 Draft a circular letter announcing the opening of a new shop. (CO2)
- Q.21 Fill the blanks with appropriate conjunctions. (CO1)
 - a) Time _____ tide waits for no one.
 - b) May hay _____ the sun shines.
 - c) I will wait for you _____ you return.
 - d) She is beautiful _____ not vain.

- Q.22 Describe modern means of communication. (CO2)

Section-D

Note: Long answer questions. Attempt any two question out of three Questions. (2x8=16)

- Q.23 Explain non-verbal behaviour and its different types. (CO4)
- Q.24 Write a letter to the Genral Manager of Ishan Publications, New Delhi to place an order for purchasing CBSE books. (CO2)
- Q.25 Draft a resume for the post of Engineer in ABC Company. (CO3)

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- Q.19 Fill in the blanks with a suitable preposition:
- The thief jumped _____ the wall. (Over, on)
 - You should abide _____ the rules. (of, by)
 - Are you afraid _____ dogs? (of., off)
 - He has been ill _____ Monday. (Since, for)

Q.20 Punctuate the following sentences:

- Alas we have lost the match
- How are you said my father
- I don't know sagar
- Dot your is and cross your ts

Q.21 What is a resume? Give its types. (Any three)

Q.22 Translation of Administrative and Technical Terms in Hindi:

- | | |
|------------------|----------------|
| a) Administrator | b) Cashier |
| c) Exemption | d) Head office |

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

- What are the seven C's of communication?
- Write a letter to enquire about a job vacancy.
- You are Preetam/ Priti. Recently your polytechnic held a seminar on conservation of water as a part of World Water Day celebrations. Write a report in 100-125 words for a local daily newsletter.

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Time : 3 Hrs.

M.M. : 60

SECTION-A

Note: Multiple choice questions. All questions are compulsory (6x1=6)

- Who is the writer of the story "The Portrait of a Lady"?
- What was the speech given by Kiran Bedi about?

- | | |
|--------------------|------------------|
| a) Khushwant Singh | b) Kiran Bedi |
| c) R K Narayan | d) Anton Checkov |
- Time management
 - Leadership concepts
 - Communication skills
 - New Education policy

- Q.3 What did the patient's life hang on?
 a) God's mercy b) Hospital staff
 c) Dr Raman's words d) None of the above
- Q.4 What did the banker agree to stake in the bet?
 a) 5 million rubles b) 3 Million rubles
 c) 2 Million rubles d) 6 million rubles
- Q.5 Which of the following is not a preposition?
 a) Beside b) Because
 c) From d) Into
- Q.6 Chronemics is :
 a) Body language b) Space Language
 c) Time language d) Touch language

SECTION-B

Note: Objective/ Completion type questions. All questions are compulsory. (6x1=6)

Read the passage carefully and answer the following questions from Q7 to Q12:

When the doctor resumed his seat the patient asked in the faintest whisper possible, "Is that someone crying?" The doctor advised, "Don't exert yourself. You mustn't talk." He felt the pulse. It was already agitated by the exertion. The patient asked, Am I going? Don't hide it from me." The doctor made a deprecating noise and sat back in his chair. He had never faced a situation like this. It was not in his nature to whitewash, People attached great value to

his word because of that. He stole a look at the other. The patient motioned a finger to draw him nearer and whispered," I must know how long I am going to live. I must sign the will. It is all ready. Ask my wife for the despatch box. You must sign as a witness."

- Q.7 What did the doctor advise the patient?
 Q.8 Why did people attach great value to the doctor's words?
 Q.9 What did the patient want to sign?
 Q.10 What was agitated with exertion?
 Q.11 Who must sign as a witness?
 Q.12 Write the synonym of 'Agitated'.

SECTION-C

Note: Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)

- Q.13 Write a short note on video conferencing.
 Q.14 What is corrigendum?
 Q.15 Give any four barriers in effective speaking.
 Q.16 Write a circular announcing change in office timing.
 Q.17 Use of following pairs of words in appropriate sentences:
 a) Advice, advise b) Idle, idol
 c) Hair, here d) Vary, very
- Q.18 Write appropriate sentences using the following idioms and phrases:
 a) A burning question
 b) By hook or crook
 c) Apple of one's eye
 d) to have a thing on one's finger tips

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Subject : English and Communication Skills-II

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M.M. : 60

SECTION-A

Note: Multiple choice questions. All questions are compulsory (6x1=6)

- Q.1 Who is the main character of the chapter 'The Portrait of a Lady'? (CO-1)
- a) Writer's father b) Grandfather
c) Grandmother d) Uncle
- Q.2 Kinesics involves (CO-4)
- a) Facial expressions b) Gestures
c) Postures d) All of the above

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- Q.3 Barriers to speaking are (CO-4)

a) Unclear voice b) Noise
c) Lack of practice d) All of the above

- Q.4 Which of the following is not a punctuation mark? (CO-1)

a) Full stop b) Comma
c) Hyphen d) Articles

- Q.5 Dr. Kiran Bedi delivered a speech at (CO-1)

a) IIM Indore b) IIT Delhi
c) IIT Roorkee d) None of the above

- Q.6 The word 'therefore' is a (CO-1)

a) Preposition b) Conjunction
c) Article d) Noun

SECTION-B

Note: Objective/ Completion type questions. All questions are compulsory. (6x1=6)

- Q.7 In the second year, the piano was silent in the lodge, and the prisoner asked only for the classics. In the fifth year, music was audible again, and the prisoner asked for wine. Those who watched him through the window said that all that year he spent doing nothing but eating and drinking and lying on his bed, frequently yawning and angrily talking to himself. He did not read books. Sometimes at night, he would sit down to write; he would spend hours writing, and in the morning tear up all that he had written. More than once he could be heard crying. (CO-1)

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- a. What was the prisoner's attitude to music in the second year? why?
- b. What difference in the reading habits of the prisoner occurred in the second and in the fifth year of his confinement?
- c. What would the prisoner do with his writings in the morning? why?
- d. What were the activities in which the prisoner indulged himself in the fifth year?
- e. Write the synonyms:
 - i) Lodge ii) Frequently
- f. Write the antonyms:
 - i) Silent ii) Angrily

SECTION-C

Note: Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)

- Q.13 Write a short note on teleconferencing. (CO-4)
- Q.14 Use the following pair of words in appropriate sentences. (CO-1)
 - a) Except, Accept b) Vocation, Vacation
 - c) Pray, Prey d) Meter, Metre
- Q.15 Discuss the format of a case Study. (CO-3)
- Q.16 Fill the blanks with appropriate prepositions. (CO-1)
 - a) She married _____ the age of 20.
 - b) Did anyone ring up _____ my absence?
 - c) He is busy _____ his work.
 - d) I cannot cope _____ all the work.

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- Q.17 Punctuate the following sentences. (CO-1)
 - a) Sahil bring me a glass of water
 - b) how well said
 - c) alas I am ruined said he
 - d) yes I shall help you
- Q.18 Write a press release announcing a tie-up between two companies. (CO-2)
- Q.19 Describe the pen picture of the narrator's grandmother. (CO-1)
- Q.20 Write the main points of speech by Dr. Kiran Bedi at IIM Indore. (CO-1)
- Q.21 Translate the following administrative and technical terms in Hindi. (CO-1)
 - a) Consent b) Chief Minister
 - c) Agenda d) State
- Q.22 Draft a circular announcing a clearance sale. (CO-2)

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

- Q.23 Write a complaint letter regarding poor service of A broadband network in your area. You are Harshita/ Harsh of sector 10, Urban Estate, New Delhi. (CO-2)
- Q.24 Discuss the significance of non-verbal communication. (CO-4)
- Q.25 Define resume. Discuss its format. (CO-3)

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