

Nov. 2022

COMMUNICATION SKILLS IN ENGLISH

Time allowed : 3 Hours]

[Maximum Marks : 60

- Note :**
- There are **THREE** sections in the paper **A, B and C**.
 - Answer **all** the **10** parts of the question No. 1 in **Section A**. Each part carries **one** mark and **all 10** parts have objective type questions.
 - Answer any **6** questions out of the **8** questions in **Section B**. Each question carries **3** marks and to be answered within **5 lines / 50 words**.
 - Answer any **4** questions out of the **6** questions in **Section C**. Each question carries **8** marks and to be answered within **15 lines / 150 words**.
 - Solve **all** the questions of a section consecutively together.

Section – A

1. Choose the correct answer :

(i) _____ is one of the barriers of communication.

- | | |
|------------------|--------------|
| (a) Clarity | (b) Noise |
| (c) Completeness | (d) Courtesy |

(ii) _____ is a hard skill.

- | | |
|-------------------|-----------------------|
| (a) Communication | (b) Creativity |
| (c) Accounting | (d) Leadership skills |

(iii) Soft skills include

- | | |
|----------------------------|----------------------|
| (a) personality attribute | (b) communication |
| (c) emotional intelligence | (d) All of the above |



(iv) The dog in the story "The Blind Dog" is

- (a) loyal (b) lazy
(c) ferocious (d) unfaithful

(v) The poem 'If' is composed by

- (a) Mahatma Gandhi (b) Premchand
(c) Rudyard Kipling (d) O. Henry

(vi) How should the subject line of an E-mail be ?

- (a) long & descriptive (b) a greeting
(c) short & precise (d) does not matter

(vii) What did Jim buy for Della ?

- (a) a platinum fob chain (b) a golden watch
(c) a set of combs (d) a wig

(viii) Choose the correct form of verb from the options given below :

He _____ as fast as he could.

- (a) is running (b) will run
(c) ran (d) runs

(ix) Choose the correct passive form of the sentence :

They are playing foot-ball.

- (a) They were playing foot-ball.
(b) They played foot-ball.
(c) Foot-ball is being played by them.
(d) None of the above

(x) Fill in the blank with correct modal auxiliary :

He _____ drive a car. (ability)

- (a) would (b) can
(c) might (d) may

Section – B

3 × 6 = 18

2. Why does the author call Jim and Della 'The Magi' in the story 'The Gift of the Magi' by O. Henry ?
3. What is non-verbal communication ? What are its types ?
4. Explain the process of communication.
5. Distinguish between soft skills and hard skills.
6. Justify the title of the story "The Blind Dog" by R.K. Narayan.
7. What kind of freedom does the poet desire for his country in the poem 'Where the Mind is Without Fear' by Rabindranath Tagore ?
8. What points should be kept in mind to write an effective E-mail ?
9. Why "Triumph and Disaster" are referred to as impostors in the poem 'If' by Rudyard Kipling ?

Section – C

8 × 4 = 32

10. You are student editor of your college magazine. Draft a notice for your college notice board inviting articles, sketches and poems from the students of all classes for college magazine.
11. Write a job application applying for the post of junior engineer in a company alongwith a CV.
12. What soft skills are required for professional excellence ? How can these skills be developed ?
13. What are the communication barriers and how to remove them ?

14. Answer the following as per direction given in brackets :

(i) Please keep quite. (Change into Passive Voice)

(ii) They _____ (play) here for three hours.

(Write correct form of the verb given in bracket)

(iii) They _____ (work) on this project at the moment.

(Write the correct form of the verb given in bracket)

(iv) _____ I take lunch now ? (formal permission) (Use appropriate modal)

(v) You _____ always keep your nails clean. (advice) (Use appropriate modal)

(vi) They have read this story. (Change into Passive Voice)

(vii) He is taller than me.

(Transform into negative sentence without changing the meaning of the sentence)

(viii) The Sun having risen, the fog disappeared. (Transform into compound sentence)

15. Write critical analysis of the poem 'Where the Mind is without Fear" by Rabindranath Tagore.

