

GANPAT UNIVERSITY

M.TECH SEMSTER - I (MECHANICAL) - AMT-CAD/CAM REGULAR EXAMINATION - DECEMBER-2013

3OS101: English Language and Communication Skills

MAXM TIME: 3 HRS

MAXM MARKS: 70

Instructions:

1. Figures to the right indicate full marks.
2. Each section should be written in a separate answer book.
3. Be precise and to the point in your answer.

SECTION - I

Q.1 Define 'Communication' and discuss the principles of communication along with the need of communication skills for professional course students. (12)

OR

Q.1 What role does language play in communication? Discuss any 4 C's of effective communication with proper examples.

Q.2 Define 'Listening' and discuss the modes as well as types of listening. (12)

OR

Q.2 How is reading useful in developing communication skills? Discuss various techniques of effective reading comprehension.

Q.3 Do as directed (Any ELEVEN). (11)

- (1) Hurray! I'm really glad. I _____ admission in IIT. (Insert proper form of 'secure')
- (2) She _____ access to the laboratory yesterday. (Insert proper form of 'deny')
- (3) They _____ for months to clean the mess. It's still really untidy. (Use proper form of 'work')
- (4) if you _____ wisely last year, you wouldn't be facing crisis now. (Use proper form of 'Plan')
- (5) Don't turn down the offer hurriedly! You _____ never find such an opportunity in future. (may/can)
- (6) Google has created a **sophisticated** search engine. (Identify words in bold)
- (7) How _____ you feel if somebody _____ you've won a million dollar jackpot? (Insert proper form of 'tell')
- (8) I _____ my research paper _____. It's error-free now. (Have + Check)
- (9) You must _____ him _____ his decision. He shouldn't turn down this job. (make, reconsider)
- (10) Tea is grown in Gujarat. (Change the voice)
- (11) He _____ by the lawyer when we entered the court room. (Insert proper form of 'shout at')
- (12) The critic showered his scathing remarks on the poem. (Identify underlined words)
- (13) Domesticating wild Lions _____ extremely difficult. (is/are)

SECTION - II

Q.4 What makes your writing effective? Discuss the features of good writing in detail. (12)

OR

Q.4 What is the role writing skill in the life of a professional? Add suitable examples to justify your explanation.

Q.5 What guidelines should one follow while selecting proper words for effective written communication? Discuss and explain them with suitable examples. (12)

OR

Q.5 Prepare short notes for the following.

- (1) Use of active voice instead of passive
- (2) Topic sentence

Q.6 Draft the following business letters. (11)

- (1) Respond through a reply letter to the retailer in response to his inquiry for bulk purchase of various models of HO three-in-one printer-scanner and copier.
- (2) Apologize to the retailer by way of letter for the delay caused in sending the consignment of transformers.

-----END OF PAPER-----