

Enrolment No: \_\_\_\_\_

## GANPAT UNIVERSITY

M. Tech. [ME-(CAD-CAM/AMT)] Sem-I CBCS (NEW) Regular Examination Nov-Dec 2015

30S101 English Language and Communication Skill

MAX. TIME: 3 HRS

MAX. MARKS: 60

- Instructions: (1) This Question paper has two sections. Attempt each section in separate answer book.  
(2) Figures on right indicate marks.  
(3) Be precise and to the point in answering the descriptive questions.

### SECTION: I

- Q.1 "Mastering 7Cs is a key to enhancing your overall communication". Elaborate the statement with examples. (10)
- OR
- Q.1 Write short notes on the following (10)
1. Flow of communication in an organization
  2. "Non-verbal communication is always accompanied by verbal communication". Discuss.
- Q.2 Define the term 'noise' and discuss the organizational barriers to communication. (10)
- OR
- Q.2 Write Short notes on the following. (10)
1. Active v/s passive listening
  2. Modes of listening
- Q.3 Do as directed: (10)
1. She \_\_\_\_\_ hardly \_\_\_\_\_ her presentation when suddenly the power failed.  
(Insert proper form of 'to make')
  2. I \_\_\_\_\_ all day. I would really appreciate a cup of tea now.  
(Insert proper form of 'to teach')
  3. You should address the principal with proper courtesy title. (Change the voice)
  4. They will \_\_\_\_\_ a new anchor \_\_\_\_\_ the show very soon. (Get + host)
  5. Barking dogs seldom \_\_\_\_\_. (Insert proper form of 'to bite')
  6. There \_\_\_\_\_ a significant growth in mobile phone technology over the last few years.  
(Insert proper form of 'to be')
  7. This department has **always** produced **tremendous** results for the company.  
(recognize the parts of speech in bold)
  8. The chairman along with his team of experts \_\_\_\_\_ visiting this site tomorrow.  
(is/are)
  9. She has just set a new world record. (Change the voice)
  10. Have you read the book I \_\_\_\_\_ you last month? (Insert proper form of 'to give')

SECTION: II

Q.4 According to you, what are the strategies for effective reading comprehension? (10)

OR

Q.4 Write short notes on the following. (10)

1. Intensive and extensive reading
2. Techniques for improving speaking skill

Q.5 Write a detailed note on the techniques of developing an effective paragraph. (10)

OR

Q.5 Write short notes on the following. (10)

1. Significance of writing for professional
2. Sentence construction in writing

Q.6 Attempt the following. (10)

1. Draft a letter of reply to the customer's inquiry regarding Solid Works software.
2. Provide suitable adjustment against the customer's complaint of late delivery of the consignment of mechanical tools.

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