

## GANPAT UNIVERSITY

M.TECH – ME (AMT-CAD/CAM) SEMSTER –I – JANUARY - 2012

3OS101: English Language and Communication Skills

MAXM TIME: 3 HRS

MAXM MARKS: 70

## Instructions:

4. Figures to the right indicate full marks
5. Each section should be written in a separate answer book
6. Be precise and to the point in your answer

## SECTION - I

- Q.1 Discuss the following. (12)
1. Definition and Principles of Communication
  2. Gesture and Posture as components of Non-verbal Communication.
- OR
- Q.1 What is verbal communication? Discuss merits and demerits of Oral Communication.
- Q.2 Discuss the guidelines for Selecting Appropriate words for Effective Technical Writing. (11)
- OR
- Q.2 Explain Organizational Communication and Discuss various flows of it.
- Q.3 Do as directed (Any TWELVE) (12)
- (1) I had my room painted yesterday. (Change the voice)
  - (2) When you reach finally, you \_\_\_\_\_ for 24 hours in the same bus. (put correct form of 'to travel')
  - (3) \_\_\_\_\_ you ever \_\_\_\_\_ to this place before? (to be)
  - (4) The piece of wood floats \_\_\_\_\_ water. (put correct preposition)
  - (5) Did you like the movie 'Lagaan'? (Change the voice)
  - (6) Don't leave your books near the open fire. They \_\_\_\_\_ catch fire. (would perhaps)
  - (7) Neither of the two brothers \_\_\_\_\_ found guilty. (insert proper form of concord)
  - (8) He was miserably poor. (Recognise underlined part of speech)
  - (9) He has just had his brain operated in this hospital. (change the voice.)
  - (10) \_\_\_\_\_ there ever \_\_\_\_\_ success without pains? (Insert appropriate form of 'to have + be')
  - (11) I wouldn't have let her die if I \_\_\_\_\_ on time. (put proper form of 'to reach')
  - (12) I \_\_\_\_\_ this wall the whole day. I've got paint all over my body. (put proper form of 'to paint')
  - (13) You don't need to copy the entire data. (Use 'need' as an auxiliary.)
  - (14) Generally, people love to kill time. (Recognise underlined part of speech)

## SECTION - II

- Q.4 Explain barriers to communication? Discuss Intrapersonal Barriers to communication with examples and remedies to overcome them. (12)
- OR
- Q.4 Describe the process of Listening with diagram and discuss active listening techniques with examples.
- Q.5 What is reading? Discuss different types of reading with examples. (11)
- OR
- Q.5 How is structure important in formal writing? Discuss the structure of a Business Letter.
- Q.6 Draft the following business letters. (12)

- (1) Draft a letter of inquiry for availing franchisee of ICICI Housing Loans.