

GANPAT UNIVERSITY

M.TECH SEMSTER - I (MECHANICAL) - AMT-CAD/CAM REGULAR EXAMINATION - JNUARY-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 flow of communication with examples. (12)

OR

Q.1 How 7 C's effective communication helps a person in improving his/her communication skills?

Q.2 Define 'Listening' and discuss the poor listening habits prevalent among listeners. (11)

OR

Q.2 What is 'Reading Comprehension'? Discuss the techniques available for effective reading comprehension.

Q.3 Do as directed (Any TWELVE). (12)

- (1) Shockingly the box is empty! The diamond _____ (Insert proper form of 'steal')
- (2) The Animal _____ to other zoo before we could see it. (Insert proper form of 'take')
- (3) He _____ to get his first break in a movie for months. (Insert proper form of 'struggle')
- (4) If you _____ to her advice that day, you _____ be so helpless now (Use Conditional)
- (5) Sneezing often _____ chain reaction and everyone is affected. (Insert proper forms of 'start')
- (6) Thousands of animals _____ of starvation last fall. (Insert proper form of 'die')
- (7) World Wars were very costly. **They** were the most horrible battles! (Identify words in bold).
- (8) The ministry _____ its accounts _____ through the local auditor (Get+audit)
- (9) I think He _____ his head _____. He is totally a crackpot. (should, examine)
- (10) Should you not take care of your old parents? (Change the voice)
- (11) _____ you _____ vegetables when I arrived? (Insert proper form of 'to chop')
- (12) They _____ never agree to this proposal looking to its illogical nature. (Would/ Could)
- (13) We rushed to avoid scalding lava erupting from the mountain. (Identify underlined words)
- (14) Do you know him? (Change the voice)

SECTION - II

Q.4 Discuss why a professional should have effective writing skills. (12)

OR

Q.4 Discuss the need and significance of business letters.

Q.5 Discuss the guideline for effective composition of paragraph in formal written communication. (11)

OR

Q.5 Prepare short notes for the following.

- (1) Avoid needless repetition

Q.6 Draft the following business letters.

(12)

- (1) Send out a letter of reply to the retailer's inquiry for bulk purchase of Samsung Galaxy Ace Mobiles.
- (2) Provide suitable adjustment of the retailer's complaint of shortage in the quantity of children food supplement.

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

gnu.inflibnet.ac.in