

## GANPAT UNIVERSITY

M.TECH SEMSTER –I (AMT/CAD-CAM) CBCS REGULAR EXAMINATION – JAN- 2015

3OS101: English Language and Communication Skills

TIME: 3 HRS

MARKS: 60

## 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 Discuss the following with logical explanation and suitable illustrations. (10)
- (1) Significance of communication skills for engineers
  - (2) Process of communication with diagram
- OR
- Q.1 “Noise sometimes causes a total breakdown in communication”. Elaborate the statement and explain different forms of barriers. (10)
- Q.2 Write short notes on the following: (10)
- (1) Different types of listening
  - (2) Strategies for effective reading comprehension.
- OR
- Q.2 Define the process of listening and discuss the causes of poor listening. (10)
- Q.3 Do as directed. (10)
- (1) Usually She \_\_\_\_\_ Diet Coke to Pepsi. (Fill in the blank with proper form of ‘to like’)
  - (2) I \_\_\_\_\_ (write) a story for the competition when you \_\_\_\_\_ (interrupt) at my door.  
(Fill up gaps with proper forms of the verbs in brackets)
  - (3) The report says they \_\_\_\_\_ (detonate) 20 bombs from this place in 2 months. It’s still not safe to roam. (Fill up gaps with proper forms of the verb in bracket)
  - (4) The car \_\_\_\_\_ the highest point of acceleration before it caught fire.  
(Fill in the blank with proper form of ‘to be’)
  - (5) Good orators \_\_\_\_\_ me \_\_\_\_\_ my capacities as I am sometimes scared to speak in public. (make + doubt)
  - (6) I \_\_\_\_\_ a little tensed recently so I have turned to drinking.  
(Fill in the blank with proper form of ‘to grow’)
  - (7) If you do well to others, it is the law that Nature \_\_\_\_\_ reward you in some way or the other. (shall/will/may)(Fill in the blank with proper auxiliary verb)
  - (8) The results acquired by the council are indeed trustworthy.  
(Identify the parts of speech for the words underlined)
  - (9) As a boy, He \_\_\_\_\_ 50 Gulab jamuns. Do you think he can do the same now?  
(Fill in the blank with proper auxiliary with the verb ‘to eat’)
  - (10) Does she always \_\_\_\_\_ you \_\_\_\_\_ her eccentric wishes? (get + accept)

SECTION - II

Q.4 Trace significance of writing in professional communication. (10)

OR

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

- (1) Modal Auxiliaries
- (2) Importance of **Correctness** in written communication.

Q.5 (1) Describe the 7Cs of effective written communication (10)

OR

Q.5 Write brief notes on the following: (10)

- (1) What do you mean by optional parts? Discuss any two optional parts of a business letter.
- (2) Explain 'Signature block' and 'Inside-address' as compulsory parts of a business letter.

Q.6 Draft the following business letters. .(short questions to be asked) (10)

- (1) As an event coordinator, send out an inquiry for assigning Security Contract for the "Convocation-15".
- (2) Ask for suitable compensation from the dealer for receipt of the invoice of leather goods purchase having some billing errors.

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