

ate-03/06/2016

Enrolment No. _____

GANPAT UNIVERSITY

M.TECH SEMSTER -II CBCS (NEW) REGULAR EXAMINATION - APRIL - JUNE - 2016

3OS201: English Language and Communication Skills

MAXM TIME: 3 HRS

MAXM 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.

- (1) Methods of Communication
- (2) Clarity and Conciseness as essential qualities of communication.

(10)

OR

Q.1 "Effective communication requires that there is very good coordination between the sender and the receiver"-Justify.

(10)

Q.2 "The single biggest problem in communication is the illusion that it has taken place." - Explain the statement in light of barriers to communication.

(10)

OR

Q.2 (1) Difference between verbal and non-verbal communication.
(2) Flow of communication in an organization.

(05)

(05)

Q.3 Do as directed.

(10)

(1) World War II has ended in 1945.

(Correct the sentence)

(2) He learned from his science class that wood _____ on water.

(Insert proper form of 'float')

(3) Be quick! The doors _____! (close) You _____ (make) in time.

(Insert proper forms of the verbs)

(4) Provide Nouns For 1. Wise 2. Impoverish

(5) If you _____ wave a magic wand, what _____ you change in yourself?

(Insert proper modal auxiliaries)

(6) I often _____ my friend _____ my accounts of office.

(get + audit)

(7) If I _____ (realize) my mistake earlier, I _____ not _____ (be) in this profession which I hate so much.

(Insert proper forms of the verbs)

(8) My younger brother _____ (fall) to the ground and hurt himself while he _____ (ride) his bike.

(Insert proper forms of the verbs)

(9) She knew that she was being cheated.

(Change the voice)

(10) They were working in scorching heat.

(Identify underlined word)

SECTION - II

Q.4 'Listening is the most important skill for becoming an effective manager and leader. - explain the statement and discuss the modes of listening in detail. (10)

OR

Q.4 (1) Viewpoint of author and summarizing (05)
(2) Reader's anticipation of meaning and knowledge of punctuation marks (05)

Q.5 What is a paragraph? What are its basic components? (10)

OR

Q.5 (1) Avoidance of foreign terms and using concrete words (05)
(2) Break the sentence and use words economically (05)

Q.6 Draft the following business letters. (10)

(1) As a proprietor of an electronic showroom, send out a letter for bulk purchase of Daikin 1.5 TR air conditioners.

(2) Draft a letter of adjustment against the retailer's complaint of the receipt of invoice with errors.

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