

NEWCommunication Skill

(2 Hours)

Total marks: 40

N. B. (1) Question No 1 is compulsory

(2) Attempt any three out of Five questions

1. (a) List 2 situations which could occur in your personal life where you would choose to speak rather than write. Explain the reasons for your choice. (3)
- (b) Give the diagrammatic representation of Complete Block Form (2)
- (c) Explain the relevance of diagrams while describing an object (2)
- (d) Techniques to improve listening skills (3)
2. (a) Explain Proxemics (3)
- (b) Write short notes on completeness (2)
- (c) When is **Note** given in instructions? (2)
- (d) Find one word substitutes for the following phrases: (3)
- (i) An instrument for measuring earthquakes S-----
- (ii) To move from one country to another M-----
- (iii) Murder of a new born child I-----
3. (a). How is courtesy shown in business letters? Give at least two examples. (2)
- (b). Meera Biscuits Mart, Lonavala have complained that they received a consignment of 100 kg of biscuits in a broken condition and have asked for adjustment. They have attributed the damage to defective packaging. On behalf of Shandesh Biscuits and Food Products, Mumbai write a suitable reply. (6)
- (c). What is the importance of Feedback in Communication process? (2)
4. (a). Distinguish between oral and written communication. (2)
- (b). Give the difference in meaning for each of the following pairs of words: (2)
- (i) Various , varied
- (ii) Climate , weather
- (c) Your company is organizing a two day conference in New Delhi and you expect Sales Personnel from branches all over India to attend. As the Convener of the conference write to a hotel enquiring about facilities like conference hall, food and accommodation the participants. Give necessary details. (6)
5. (a). Write short notes on: (4)
- (i). Chronemics
- (ii). 'Precaution' in Instructions
- (b). Describe **Any One** of the following objects: (4)
- (i). Head Phones
- (ii). Scanner

Turn Over

(c). Give the diagrammatic representation of Communication Cycle. (2)

6. (a) Read the following passage and answer the questions given below:

But man is not destined to vanish. He can be killed, but he cannot be destroyed, because his soul is deathless and his spirit is irrepressible. Therefore, though the situation seems dark in the context of the confrontation between the superpowers, the silver lining is provided by amazing phenomenon that the very nations which have spent incalculable resources and energy for the production of deadly weapons are desperately trying to find out how they might never be used. They threaten each other, intimidate each other and go to the brink, but before the total hour arrives they withdraw from the brink.

i. **The main point from the author's view is that** (01)

- A. Man's soul and spirit cannot be destroyed by superpowers.
- B. Man's destiny is not fully clear or visible.
- C. Man's soul and spirit are immortal.
- D. Man's safety is assured by the delicate balance of power in terms of nuclear weapons.
- E. Human society will survive despite the serious threat of total annihilation.

ii. **The phrase 'Go to the brink' in the passage means** (01)

- A. Retreating from extreme danger.
- B. Declare war on each other.
- C. Advancing to the stage of war but not engaging in it.
- D. Negotiate for peace.
- E. Commit suicide.

iii. **In the author's opinion** (01)

- A. Huge stockpiles of destructive weapons have so far saved mankind from a catastrophe.
- B. Superpowers have at last realized the need for abandoning the production of lethal weapons.
- C. Mankind is heading towards complete destruction.
- D. Nations in possession of huge stockpiles of lethal weapons are trying hard to avoid actual conflict.
- E. There is a Silver lining over the production of deadly weapons.

iv. **'Irrepressible' in the second line means** (01)

- A. incompatible
- B. strong
- C. oppressive
- D. unrestrainable
- E. unspirited

v. **A suitable title for the above passage is** (01)

- A. Destruction of mankind is in evitable.
- B. Man's desire to survive inhibits use of deadly weapons.
- C. Mounting cost of modern weapons.
- D. Threats and intimidation between super powers.
- E. Cowardly retreat by man

6. (b). List any Ten Instructions to follow while welding an object. (05)
