

Roll No. : _____

Code No. : 4104

ENGLISH VERSION

COMMUNICATION SKILLS IN ENGLISH

Time Allowed : 3:00 Hours

Maximum Marks : 60

- Notes: (i) Attempt all the questions.
- (ii) Students are advised to specially check the numerical data of question paper in both versions. If there is any difference in Hindi translation of any question, the students should answer the question according to the English version.
- (iii) Use of Pager and Mobile Phone by the students is not allowed.

PART-A

(Objective Type Questions)

Note : Answer any ten questions. Each question carries equal marks.

[10×1=10]

- Q.1. You are old _____ you run fast.
- (a) and (b) so
- (c) but (d) therefore
- Q.2. Nobody likes her _____ she is talkative.
- (a) therefore (b) because
- (c) and (d) then
- Q.3. I know _____ he is an intelligent boy.
- (a) and (b) when
- (c) so (d) that
- Q.4. Harish is more intelligent _____ Sohan.
- (a) than (b) on
- (c) then (d) and

Fill in the blanks with suitable word/words :

- Q.5. Throw this pen _____ the dustbin.
- (a) in (b) into
- (c) on (d) upon
- Q.6. The children were freed _____ the danger.
- (a) from (b) of
- (c) with (d) in
- Q.7. You can obtain the answer _____ adding the date of birth to this figure.
- (a) to (b) on
- (c) by (d) in
- Q.8. The bird flew _____ my head.
- (a) behind (b) beside
- (c) across (d) over

One word/One sentence questions :

- Q.9. "What a fine morning it is!" What type of sentence is this?
- Q.10. I shall play a game. (change into passive voice)
- Q.11. I have done this work. (change into future indefinite tense)
- Q.12. Which of the following is an action verb? (am, is, play, are)

PART-B**(Very Short Answer Type Questions)**

[5×2=10]

Note : Answer **any five** questions. Each question carries **equal** marks.

- Q.1. Punctuate the following :
- (a) Hari said to me when will you come to my house.
 (b) Open the window said the teacher to me.
- Q.2. Substitute one word for the following expressions :
- (a) One who is present all over. (b) One who loves his country.
- Q.3. Use any two of the following idioms or phrases in your own sentences so as to bring out their meaning :
- (a) At home in (b) A bed of roses (c) With open arms
- Q.4. Define Verb with an example.
- Q.5. What is the most used Communication Skill?
- Q.6. What are the 4C's of Soft Skills?
- Q.7. What are the three main purposes of a Covering letter?

PART-C**(Short Answer Type Questions)**

[8×2½=20]

Note: Answer **any eight** questions. Each question carries **equal** marks.

- Q.1. Name some forms of Communication.
- Q.2. Why do we need Communication?
- Q.3. How can we improve our skill of reading?
- Q.4. What are the 4 barriers of effective Communication?
- Q.5. Which Soft-skill do you think is the most important and why?
- Q.6. What is a Laser Printer?
- Q.7. What is the basic rule of a Report Writing?
- Q.8. Why Meeting Minutes are important?
- Q.9. What is the real purpose of a Resume?
- Q.10. What did the sight of the Mediterranean sea lead Sri C.V. Raman to?

PART-D**(Descriptive and Narrative Type Questions)**

[4×5=20]

Note: Answer **any four** questions. Each question carries **equal** marks.

- Q.1. What do you understand by verbal and non-verbal ways of communication?
- Q.2. How are the emotions of a person a disturbance in the communication?
- Q.3. How does a technician contribute to the development of a country?
- Q.4. Why is a Leader important for an Organisation?
- Q.5. Do you like Raman as the Deputy Accountant General or Raman as a Researcher? Why?
- Q.6. You are Ramesh/Rekha, as the Secretary Science club of your school. Write a notice informing students about an inter-school Science exhibition and encouraging them to participate in it.

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