

CS 01

Communication Skills

Roll No.

Total No. of Printed Pages 07

Total No. of Questions: 07

Maximum Marks: 60

Duration (hrs): 3 hours

Note: Q1 is compulsory. In addition to Q1 there are six questions each with three sub questions. Attempt any four of the remaining six questions and any two out of the three sub questions.

Q1. Answer the following questions:

(10×2=20)

a) Construct a story from the following outline and give a suitable title.

(word limit 250 words)

A wagoner driving his wagon through a muddy lane- wheels sank deep in the mud- the horses could not move- wagoner started crying- prayed to Hercules, the God of Strength, for help- Hercules appeared- asked him to put his shoulder to the wheel- whip his horses stoutly and then ask Hercules for help.

b) Prepare a report for your senior on the high rate of attrition that your company has suffered in the last few months and suggest a few measures to reduce the rate of attrition.

Q2. Attempt any two of the following questions.

(5×2=10)

- a) What do you mean by "office automation"? Why do business organizations consider automated office systems? Name a few automated office systems.
- b) Write a note on nonverbal communication.
- c) Rewrite in negative form using contractions.
 1. Martha has completed her master's degree.
 2. The students are obedient.
 3. Mr. Smith and Mr. Brooks are business partners.
 4. The sun came peeping in at morn.

5. We are going for a picture this evening.

Q3. Attempt any two of the following questions.

(5×2=10)

a) Fill in the blanks with the correct form of the verb in the Future Continuous Tense:

1. I..... harder next year.(work)
2. the deer? (the hounds, chase)
3. I..... to you off and on. (write)
4. a strict guard at night? (the policeman, keep)
5. We..... forward to your visit.(eagerly, look)

b) Write a paragraph on A Visit to an Exhibition. (word limit: 150words)

c) Read the short passage and answer the questions that follow

Modern drugs can heal a wide range of diseases, including those once thought to be incurable. These drugs come in the form of pills, tablets, capsules, creams and solutions. Some are taken orally; others are injected into the blood stream or applied over the diseased part of the body. Different diseases require treatment with different drugs. Usually, it is the doctor who prescribes the drug and the dosage to be taken.

Today we hear a lot about drug abuse. This is the misuse of drugs- drugs obtained illegally and taken to get pleasure and thrills. The practice can ruin a person's life and even lead to death as has happened to many young people. Knowing the dangers of drug abuse, the governments of many countries have taken various steps to deal with the problem.

1. The opposite of modern is:
i. a.Effective b.strong c. Ancient d. Dangerous
2. What is drug abuse?
3. Why, according to the passage, do people take drugs illegally?
4. What is the danger of misusing drugs?
5. The word incurable means
 - a. easy to cure
 - b. difficult to cure
 - c. cannot be cured
 - d. can be cured slowly

Q.4 Attempt any two of the following questions.

(5×2= 10)

a) Correct the sentences:

1. Neither he nor I are going there.
2. Holms as well as Raman were punished for their fault.
3. The 'Seven Minutes' are a good book to read.
4. The crowd were mad.
5. My teacher and mentor are a noble man.

b) Convert the following Negatives into Affirmatives, without changing the meaning:

1. Nobody was absent
2. He did not live many years in India.
3. No one could deny that she was pretty.
4. I am not a little tired.
5. There is smoke without fire.

c) Read the following sentences and try to choose the best definition for the italicized word by searching for context clues in the sentence.

1. Even under tremendous public pressure, the planning committee would not commit itself wholeheartedly to the proposal and gave only *tentative* approval to the waterfront development plan.
 - a. provisional
 - b. ambiguous
 - c. unnecessary
 - d. total

2. Regarding the need for more free refreshments, the group's opinion was enthusiastic and *unanimous*.
 - a. Divided
 - b. Uniform
 - c. Adamant

d. Spirited

3. Since the townspeople were so dissatisfied, various methods to *alleviate* the situation were debated.

- a. ease
- b. tolerate
- c. clarify
- d. intensify

4. The attorney wanted to *expedite* the process, because her client was becoming impatient.

- a. accelerate
- b. evaluate
- c. reverse
- d. justify

5. The mayor *tailored* his speech to suit the crowd of homeless people gathered outside his office.

- a. intoned
- b. expanded
- c. altered
- d. shortened

Q.5 Attempt any two of the following questions.

(5×2=10)

a. Form nouns from the following verbs:

abolish	enjoy
believe	fail
compare	judge
compete	laugh
decide	satisfy

b. Supply verbs in correct concord in the following sentences:

1. They sold the house because it old.
2. He solemnly assured them that theyquite mistaken.
3. I asked him what his name.....
4. When the sun set he.....home.
5. I heard that therea disturbance in the city.

c. Rewrite the sentences 1-3 removing "too" and 4-5 using "too".

1. She is too young to go to school.
2. He was too angry to speak.
3. I was too busy to watch the cricket match.
4. He is so weak that he can't walk.
5. He is so short that he can't reach the picture.

Q6. Attempt any two of the following questions.

(5×2=10)

a. Rewrite the following in active voice:

1. Lunch was being served.
2. The pencil has been sharpened.
3. The new school will be opened by the Collector tomorrow.
4. Bicycles must not be kept in the driveway.
5. One's promises must be kept.

b. Change the following sentences with the Tense of the Verb as directed:

1. He is riding a horse. (Future Continuous)
2. The harder he works, the better it is. (Simple Past)
3. Shilpa designs dresses for actresses.(present perfect)
4. The doctor set the broken arm (Simple Future)
5. The pilot inspected the plane.(Past Continuous)

c. Read the passage and answer the questions :

Kwanzaa is a holiday celebrated by many African Americans from December 26 to January 1. It pays tribute to the rich cultural roots of Americans of African ancestry, and celebrates family, community, and culture. Kwanzaa means *the first* or *the first fruits of the harvest* and is based on the ancient African first-fruit harvest celebrations. The modern holiday of Kwanzaa was founded in 1966 by Dr. Maulana Karenga, a professor at the California State University in Long Beach, California. The seven-day

celebration encourages people to think about their African roots as well as their life in present-day America. The seven fundamental principles on which Kwanzaa is based are referred to as the *Nguzo Saba*. These rules consist of unity, self-determination, collective work and responsibility, cooperative economics, purpose, creativity, and faith.

Participants celebrate by performing rituals such as lighting the kinara. The kinara is symbolic of the continental Africans. Each of its seven candles represents a distinct principle beginning with unity, the black center candle. Talking with family, drumming, singing, and dancing are all part of the celebration activities.

1. According to the passage, the holiday of Kwanzaa was created in order to
 - a. celebrate African Americans' harvesting skills.
 - b. honor Dr. Maulana Karenga.
 - c. encourage African Americans to think about their roots.
 - d. light the individual candles of the kinara.

2. Which of the seven principles does the black center candle of the kinara represent?
 - a. unity
 - b. faith
 - c. creativity
 - d. responsibility

3. According to the passage, Kwanzaa is celebrated by all of the following EXCEPT
 - a. drumming and rituals.
 - b. dancing and singing.
 - c. dialogue.
 - d. solitude and silence.

4. Which of the following is the best definition of Kwanzaa?
 - a. the first song of the month
 - b. the first corn of the harvest
 - c. the first dance of the night
 - d. the first fruits of the harvest

5 Change the voice:

The modern holiday of Kwanzaa was founded in 1966 by Dr. Maulana Karenga, a professor at the California State University in Long Beach, California.

Q7. Attempt any two of the following questions.

(5×2 =10)

a. Frame questions for the following sentences:

1. She is going to the market
2. My friends are coming here today.
3. We will visit my uncle next week.
4. The ship sailed for the Andamans.
5. The children are playing with their toys.

b. Change into Indirect Speech.

1. He said to me, "Help me in settling the accounts."
2. My friend said to me, "Please accept this invitation."
3. I said to him, "Don't worry about me."
4. The commander said to his men, "March further."
5. The doctor said to the patient, "Give up smoking."

c. Insert a/an/the, where necessary:

1. I did not enjoy dinner he gave.
2. I met him year ago at house of richest man in town.
3. He is friend, philosopher and guide to me.
4. Pen shall supersede sword.
5. Alexander great was brave general.