

COMMUNICATION SKILLS - I

Time : 2:30 Hours]

[Maximum Marks : 50

NOTES:

- i) Attempt all questions.
- ii) Use of Pager and Mobile Phone by the students is not allowed.



Q1) Answer any three of the following :

[3 × 4 = 12]

- a) Define communication. Why do man need it?
- b) What is the difference between formal and informal communication?
- c) Name some modern devices of communication. How do they work?
- d) Explain internal and external barriers in reference to the communication.
- e) What should an organization do to overcome its barriers?

Q2) a) Change the following into indirect form of speech:

[4 × 1 = 4]

- i) Anita said to me, "I shall not help you".
- ii) Hari said to Mohan, "Do you like coffee?"
- iii) The Teacher said to Kavita, "Why have you not learnt your lesson?"
- iv) Father said to his son, "Do not waste your time".

b) Change the following into passive voice:

[4 × 1 = 4]

- i) My father will buy a new car.
- ii) The boy is flying a kite.
- iii) He does not like coffee.
- iv) Do not disobey your elders.

c) Fill in the blanks with appropriate form of the verbs given in the brackets:

[4 × 1 = 4]

- i) Sunil has already ---- this news. (hear)
- ii) She looks as if she ---- mad. (be)
- iii) I ---- in this college since 2015. (teach)
- iv) Some one has ---- my purse. (steal)

d) Punctuate the following sentence:

I am sure i will be able to do a lot of work said the boy.

[2]

e) Define adverb with two examples.

[2]

Q3) Read the following passage carefully and answer the questions that follow it:

When night came, I lay down upon the grass, but I could not sleep an hour at a time. My mind was so filled with the fear of being alone in so lonely a place. After spending a great part of the night in anxiety, I got up and walked among the trees, but not without fear of danger. When I had gone a little further into the Island, I saw an oldman, who to me seemed very weak and feeble. I asked him what he did there, but instead of answering me, he made a sign for me to take him upon my back and carry him over the stream. I thought he was really in need of my help, so I took him upon my back, and having carried him over, back him get down.

- a) Why could the author not sleep on the grass for any length of time? [1]
- b) Whom did he see in that lonely Island? [1]
- c) What did the oldman want him to do? [1]
- d) How did the author help the old man? [1]

Q4) a) Write the antonyms of the following words:

i) Night

ii) old

[2 × 1 = 2]

b) Write the synonyms of the following words :

i) Stream

ii) anxiety

[2 × 1 = 2]

Q5) Write a composition based on the picture given below:

[8]



Write a paragraph on any one of the following:

- A visit to a Hill station.
- Importance of newspapers.
- The happiest experience of your life.

Q6) You are Radha / Ramesh. As the secretary, students association of your school. Write a notice informing students about an Inter - school Art exhibition and encouraging them to participate in it. [6]

OR

You are the cultural secretary of your students union. you have to organise the Annual Function. Write a notice cum Appeal, for the students, in which you inform them of the programme and the plan. Explain the usefulness of such activities in the college life and appeal to them for their full-co-operation and maximum participation.

