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Class - ADFD/DJM Sem-2

Subject - Comm. Skills

Paper - Communication Skills

Time Allowed : 3 Hours

Maximum Marks : 75

1. What is communication? Discuss in detail the various channels of communication.

Or

What are the barriers in communication? How can you make communication effective? (10)

2. What do you mean by Listening skills? what are the barriers to Listening?

Or

What do you mean by feedback? Bring out the importance of feedback in Listening skills? (10)

3. Write a Resume for the post of a Dress Designer.

Or

Write a Resume for the post of a Radio Jockey. (10)

4. Write an office memorandum warning an employee against his habit of reading newspaper and magazines during office hours.

Or

Write a memorandum warning an employee for his being habitually late. (10)

5. (a) Change the following sentences with the Tense of the verb as directed:—

1. He did his work with diligence. (Future Perfect)
2. I shall not allow this to happen. (Past Indefinite)
3. He is riding a horse. (Future continuous)
4. The harder he works, the better it is. (Past Indefinite)
5. She helps her mother. (Future continuous)
6. My trip to U.S.A was successful. (Future Indefinite)
7. Was there scarcity of eatables at that place? (Future Indefinite)
8. I ran very fast. (Future continuous)
9. Will you be visiting this place? (Past Indefinite)
10. It was my great experience. (Present Perfect)
11. The sun has been shining brightly since morning. (Future Perfect Continuous)
12. I have never raised any demand. (Future Indefinite)
13. The child broke the toy. (Past Perfect)
14. She sings a song. (Past continuous)
15. The thief ran away. (Present continuous)

(1 × 15 = 15)

(b) Use the correct form of the verb given in brackets:-

1. I the examinations last year. (take)
2. I you tomorrow. (See)
3. He thanked me for what I (do)
4. I did not him. (abuse)
5. When we reached the hall, the speaker already finished.
6. He usually the newspaper after breakfast. (read)
7. The sun when we went out. (Shine)
8. Ever since (leave) my home in 1930. (live) in Delhi. (1×8=8)

6. Fill in the blanks with one of the verbs given in brackets:-

1. The Price of essential things risen sky high. (has/have)
2. The advantages of a computer numerous. (is/are)
3. A number of boys caught cheating in exam. (is/are)
4. Either of the two brothers won the prize. (has/have)
5. One of the teachers going to be given an award. (is/are)
6. Slow and steady the race. (win/wins)

7. The news received with much happiness. (was/were)
 8. The cattle grazing in the field. (is/are)
 9. A pair of scissors what I require. (is/are)
 10. My friends as well as I invited. (was/were)
 11. Plenty of horses running the race. (was/were)
 12. The aeroplane with all its passengers lost. (was/were)
- (1 × 12 = 12)
