

Time: 3 Hrs.

Date: 16/05/2018

Marks: 60

Semester: II

Q: 1 Answer the following questions.

A) Explain the various functions of communication. (06)

OR

A) Non Verbal communication is more important than Verbal communication. -- Discuss.

B) What are the tips for effective communication? (06)

OR

B) Answer the following

i) Importance of feedback in communication.

ii) Name the barriers to communication.

Q: 2 Attempt Any Two of the following. (12)

A) What is an interview? List down the types of interview questions.

B) State the importance of visual aids in formal presentations.

C) Explain the techniques of Group Discussion.

D) Write the advantages of Oral Communication.

Q: 3 Attempt Any Two of the following

A) What is phoneme? Explain the basic sounds in English. (06)

B) What is intonation? Explain in brief the falling and rising tone. (06)

C) Write the following words in phonemic script. (06)

i) Aim ii) Chalk iii) Excellent

iv) Language v) Nation vi) Stadium.

D) Identify the following words and the spellings. (06)

i) /pə'laɪt/ ii) /'sɪŋə/ iii) /'kætʃ/

ii) /dɪ'laɪt/ iv) /'faʊt/ vi) /'θʌndə/

Q: 4 A) Select the appropriate word and rewrite the sentences (Any Three) (03)

i. Spoken or written in two languages is

a. Bias b. Biography c. Bilingual d. Bewilder

ii. Exact statement of meaning is

a. Determine b. Decency c. Dictionary d. Definition

iii. To take part in an activity is

a. Payment b. Participation c. Pause d. Pacify

iv. Connected with the practical use of machinery is

a. Tentative b. Technical c. Terminate d. Tiresome

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B) Correct the following sentences and rewrite (Any Three) (03)

- i) He signed upon the application form
- ii) The ability of plan, organize and coordinate work is all fundamental to working with deadline.
- iii) Neither of the printers are working.
- iv) Cotton catch the fire easily.

C) Do as directed (Any Six) (06)

- i) He returned after ----- hour. (Use correct article)
- ii) I looked ----- when he entered the room. (Use correct preposition)
- iii) Please ----- our sincere apologies. (accept, expect – choose correct word)
- iv) Write synonyms for            i) beautiful    ii) quickly
- v) Write antonyms for            i) abundance    ii) compulsory
- vi) What ----- you like to have tea or coffee? (Use correct modal verb)
- vii) Everything ----- (change) with time. (Use correct form of given verb)

Q: 5 Attempt 'A and B' or 'C'

A) As a Secretary of English Literary Association write a notice for notice board inviting names to participate in proposed elocution contest. (06)

B) Write short essay on 'Ban on Plastic – Good step to save environment' (06)

OR

C) Write a job application letter with appropriate resume for the post of Junior Engineer to The Manager, XYZ Automation, Mumbai, 400042. (12)

Q: 6 Attempt Any Two of the following (12)

- A) Explain --- skimming and scanning.
- B) Write strategies of acquisition of listening skills.
- C) What are the barriers to effective listening?
- D) Explain – active and passive listening.

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