

170301

**B. Voc Automotive Manufacturing/ Mechatronics**

**Subject: Communication Skills**

**Subject Code: BCN-101**

**Semester- 1st Semester (Re-appear)**

**Theory (External): 35**

**Time: 03 hours**

**Instructions to the Students**

1. This Question paper consists of two Sections. All sections are compulsory.
2. **Section A** comprises 10 questions of objective type in nature. All questions are compulsory. Each question carries 1 mark.
3. **Section B** comprises 6 essay type questions out of which students need to do any 5. Each question carries 5 marks.
4. Read the questions carefully and write the answers in the answer sheets provided.
5. Do not write anything on the question paper.
6. Wherever necessary, the diagram drawn should be neat and properly labelled

**Roll Number**

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## SECTION -A (OBJECTIVE TYPE QUESTIONS)

(10x1=10 Marks)

Q1. In the following question, choose the word which is exact opposite of the given word. 10x1=10

a. ENORMOUS

- I. Soft
- II. Average
- III. Tiny
- IV. Week

b. EXODUS

- I. Influx
- II. Homecoming
- III. Return
- IV. Restoration

In the following question, choose the word which is same as of the given word.

c. BRIEF

- I. Limited
- II. Small
- III. Little
- IV. Short

d. AUGUST

- I. Common
- II. Ridiculous
- III. Dignified
- IV. Petty

In the question given below out of four alternatives, choose the one which can be substituted for the given word/sentence.

e. That which cannot be corrected

- I. Unintelligible
- II. Indelible
- III. Illegal
- IV. Incurable

Some proverb/idiom is given below. Choose the correct meaning of proverb/idiom.

- f. To make clean breast of
  - I. To gain prominence
  - II. To praise oneself
  - III. To confess without reserve
  - IV. To destroy before it blooms

In the following questions, choose the most appropriate response

- g. Verbal communication means:
  - I. Written
  - II. Written and spoken
  - III. Written, spoken and non-verbal
  - IV. None of these
- h. Comprehension means:
  - I. Reading
  - II. Understanding
  - III. Reading and understanding
  - IV. None of these
- i. Which of these are the tools that are used in presentation:
  - I. Projector
  - II. Overhead Projector
  - III. Visualizer/ Digital presenter
  - IV. All of these
- j. What is technical report writing?
  - I. Dissertation writing
  - II. Thesis writing
  - III. Project Writing
  - IV. All of these



## SECTION -B (ESSAY TYPE QUESTIONS)

(5x5=25 Marks)

- Q2. What do you understand by communication? What should be the strategy for effective communication? What are barriers to effective communication? 5
- Q3. a. Differentiate between the following homophones by using these in sentences (any four): ad and add, dew and due, bail and bale, loan and lone, sign and sine. .5x4=2
- b. Differentiate between the following homonyms by using these in sentences (any four): address, arm, file, fish, fly. .5x4=2
- c. What are different types of sentences? Explain by giving examples. 1
- Q4. a. Use idioms in sentences and write their meanings also (any two):  
A piece of cake, two kill two birds with one stone, Speak of the devil. .5x2=1
- b. Differentiate in the meaning of the pair of words often confused (any two):  
Accept except, adverse averse, advise advice. .5x2=1
- c. Write suffix or prefix used with the root word in the following words (any two): cardiac, passage, reappear. .5x2=1
- d. Substitute the following phrases with one word (any four):  
The original inhabitants of a country, speed up, living in air, a written statement given an oath, one who works for the good of others. .5x4=2

Q5. **Comprehend the passage given below:**

5x1=5

A culture takes its form after it has undergone a process of growth over a period of time. This time may extend over centuries or over millennia. As the waves from rivulets or a river deposit the fine and rich alluvial matter alongside its banks and make the bank-side land fertile, so also the surge of wisdom from the family, the religion, the philosophy and many more sources, deposits layer upon layer and makes the family or the social soil rich and fertile for the growth of the succeeding generations. This social and family soil, formed of fine deposits of reflections, observations, experiences, reforms and practices, of great people is congenial for growth and is called Culture.

As bees from a honey-comb move and flit from flower to flower, take essence from them and form tasteful and nourishing honey, even so, do the sages, the seers, the thinkers, the philosophers and men of wisdom or ordinary people, who have a developed and keen sense of observation. They leave some nourishing honey of utterances, experiences, useful practices and understanding of many a natural phenomenon and these together make a Culture.

The Culture is a treasure of collected gems of experiences and wisdom of the ages, gifted by a lot many earlier generations. It is the essence of the distilled experiences of so many people, carried over from the past. It is a reservoir of tried and tested values, norms, observances and principles that have taken the form of lifestyles, manners, etiquette, folklore, celebrations, quotations, festivals and visual



and performing arts, such, like dance, drama, songs, conventions, traditions and even rituals. How the youngsters should meet, greet and treat the elders and vice-versa, how one should treat a guest, neighbour or friend and how one should respect one's teacher or a sage, what and how one should eat and drink or what one should not eat and not drink; at what hour in the morning should one get up and at what hour should one sleep; what kind or form of dress one should wear: how agents should treat ladies or what manners should each gender observe in the presence of the other— all these and thousand more things are included in the term 'Culture'.

Culture has a very wide connotation. It enjoins upon people certain norms to be observed on various occasions, in various relationships and various situations. The older the culture, the wider is its expanse and richer are its contents. Its observances start from the time of the birth and last till the time of one's last breath. In fact, there is no moment in life for which Culture does not ask us to observe a particular rule or follow a particular way and to refrain from certain doings.

Most of the conventions, traditions, norms and practices — which are part of a culture — have some rationale behind them and have the support of the experiences of a large number of people who observed them over a period of time or who, by violating them saw the negative results. So, every point in a Culture is not a dogma or a set of whims and fancies or a collection of

good living, told by the ancestors and predecessors. Some of the cultural norms may be necessary for a particular section of humankind, living in a particular geophysical setting or in a particular climatic region and some or any of the conventions and practices may be useful for all and may, therefore, be of universal nature.

**Answer the questions briefly written below based on the comprehension of the above passage:**

(a.) According to the author, what is the main source of wisdom?

(b.) What are the things that are not part of the wisdom according to the author?

(c.) Why does the writer use the example of the bees?

(d.) What does the writer mean by the phrase 'tried and tested values'?

(e.) What is the relationship between culture and a civilization?

Q6. What is an effective presentation? What are modern tools that help in effective presentation? 5

Q7. Suppose you are working as a manager in an MNC. Write an email to your boss expressing your concern for the need of repairs of computer machines in your organization. 5

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