

Advance Skill Diploma
Press Tool & Die Maintenance & Stamping
Subject: Communication Skills & Soft Skills
Subject Code: ZDSE-101
Semester: 1st (Regular)
Batch: 2019-20
Theory (External): 35 Marks
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 8 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)

Fill the blanks with appropriate words as per the directions given in bracket.

- Q1 The chair is made _____ wood. (preposition)
- Q2 A gentleman _____ not tell lies. (verb)
- Q3 I brought _____ umbrella yesterday. (article)
- Q4 Ram is my best friend. _____ lives in Delhi. (pronoun)
- Q5 Kalidas is _____ Shakespeare of India. (article)

Fill in the blanks with appropriate word given in bracket.

- Q6 I have been working in this company _____ the last 3 years.
(since/for)
- Q7 A patient in the hospital died _____ malaria last night. (by/of)
- Q8 I prefer coffee _____ tea. (to/than)
- Q9 My uncle is _____ MP. (an/a)
- Q10 The _____ rises in the East. (sun/Sun)

SECTION –B (ESSAY TYPE QUESTIONS)

(5x5=25 Marks)

- Q1 Discuss in detail all the elements of Team Management Skills.
- Q2 As a manager of your company, you have to maintain healthy communication among employees. Discuss all the essentials of good communication as a manager.
- Q3 Explain the process of communication with the help of diagram.
- Q4 In Indian Railways, 10 posts are vacant for the post of Junior Engineer. Write a Job Application for the same post to the Chief Engineer of Northern Railway, New Delhi.
- Q5 Write a paragraph of 100 words describing a cricket match of India you see in the World Cup 2019.
- Q6 Write five sentences using each linking word; Since, Which, In spite of, Because.
- Q7 Write short notes on:
- i) Self Confidence
 - ii) Time Management
- Q8 As a leader of your team what would be your strategies to solve problems you face.

*****END OF PAPER*****