

A

200947

DIPLOMA

Press Tool and Die Maintenance and Stamping

Subject: Communication Skills and Soft Skills

Subject Code: ZDSE-101

Semester: First

September 2020

Theory (External): 35 Marks

Time: 03 hours

INSTRUCTIONS TO THE STUDENTS

1. Read the questions carefully and write the answers in the answer sheets.
2. Wherever necessary, the diagram drawn should be neat and properly labelled.
3. This questions paper comprises of 8 questions out of which student need to attempt any 4 questions.
4. All questions carry equal marks.
5. The time allotted will be 3 hours for examinations including time of downloading of question paper to emailing of answer books to the concerned Dean/IC.

ESSAY TYPE QUESTIONS

1. Enumerate the various skills covered under the umbrella of soft skills.
2. 'Time is the most valuable thing a man can spend.' As an employee, how can you manage time effectively?
3. As a team leader, you will have to solve problems that arise during work. List some problems and the strategies & steps that you would employ to solve them.
4. Fill the blanks with correct form of the tense:
 - a) Rushal _____ (look) tired. He _____ (work) late at night.
 - b) Did he _____ (start) the meeting before the President _____ (arrive)?
 - c) Rebecca _____ (hide) this secret for long because she did not want him to be _____ (punished).
 - d) The captain, along with the players, _____ (is/are) practicing for the match. The match _____ (held) in Delhi tomorrow.
 - e) The shops are _____ (close). It _____ (must/should) be very late.
5. On the basis of direction, explain the types of communication.
6. Explain the process of communication and bring out its importance.
7. Write a paragraph on 'Online Education'
8. You have seen an advertisement in 'The Hindu' for the post of Engineer-QA, at Maruti Suzuki India Ltd. Write a job application letter with your resume.

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