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**201003**

**BACHELOR OF VOCATION  
Tool and Die Manufacturing  
Subject: Communication Skills  
Subject Code: ZBSE-101  
Semester: Second  
October 2020  
Theory (External): 35 Marks  
Time: 03 Hours**

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**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. Explain the process of communication with illustration. Which communication network will be suited for a Multi-National Company?
2. Do as directed:
  - a) Words having more or less same meanings. (Give one-word substitution)
  - b) He worked hard but \_\_\_\_\_ not pass the examination. (Insert the correct Modal)
  - c) Form two words using '-ish' and '-wise' as suffixes.
  - d) Form two words using 'Co-' and 'Semi-' as prefixes.
  - e) Give the synonym for 'Value'
  - f) Give the antonym for 'Local'
  - g) He is the \_\_\_\_\_ (oldest/eldest) member of the council.
  - h) Samuel is looking \_\_\_\_\_ his lost watch. (Insert the correct preposition)
  - i) I \_\_\_\_\_ (has/have) not seen the Taj Mahal as yet.
  - j) A number of books is missing. (Rectify the sentence)
3. 'Active listening is a key to successful communication.' Justify. Also explain the other types of listening.
4. What are the essentials of good communication? How do the barriers to listening affect communication?
5. Explain the process and levels of reading.
6. Imagine you are the manager of M/S Shreyansh Manufacturers. Draft an e-mail reminding M/S Stellar Glass House, of the dues to be paid to your company. Assume necessary details.

7. Draft a notice, informing the employees about the new structure to be followed after the lockdown has been lifted. Emphasize on sanitization and social distancing to be maintained in the company.
8. Write a precis of the following passage and assign it a suitable title:

Education is the most important human rights, we need to develop this right and also we have to think about the education trainer or teacher for quality education. We have to proper implementation on human rights convention to serve the right to education. Today education is the most important function of every state. To develop the human rights education to respect to human rights and fundamental freedom and to improve the self-respect and respect for other. ” Education shall be directed to the full development of the human personality and to the strengthening of respect for human rights and fundamental freedoms. It shall promote understanding, tolerance and friendship among all nations, racial or religious groups, and shall further and activities of the United Nations for the maintenance of peace”. If we look the development of human rights education in Sweden, then we can feel they good situation in Sweden suppose they are human resources is skilled and peaceful for this reasons Sweden is free from terrorism, torture, free from violence of human rights. On the other hand the developing countries has lot of problem about human rights education, they don't have proper implementation on intonations treaties. Because of they have poverty, violence of human rights, terrorism and many more problems. Article 29 of the Convention of the right of children deals with the development of the human right education.

” The development of the child's personality, talents and mental and physical abilities to their fullest potential; The development of respect for human rights and fundamental freedoms, and for the principles

enshrined in the Charter of the United Nations; The development of respect for the child parents his or her own cultural identity, language and values, for the national values of the country in which the child is living , the country from which he or she may originate and for civilizations different from his or her own; The development of respect for the natural environment”

Number of words in the passage above: 326

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