

2021(Odd)

Time : 3Hrs.

Sem - I/II
Comm. Skills in Eng.**Full Marks : 70****Pass Marks : 28**

*There are two parts in the question
PART-I(ENGLISH) & PART-II(HINDI)*

प्रश्न में दो खण्ड—I (अंग्रेजी एवं खण्ड—II (हिन्दी)

*Answer 16 Questions from Part-I and 4 Questions from
Part-II of Group-A, each question carries 1 mark*

ग्रुप—A के खण्ड—I से 16 तथा खण्ड—II से 4 प्रश्नों
के उत्तर दें, प्रत्येक प्रश्न का मान 1 अंक है।

*Answer 4 questions from Part-I and 1 Questions from
Part-II, of Group-B, each question carries 4 mark.*

ग्रुप—B के खण्ड —I से 4 तथा खण्ड —II से 1 प्रश्न
के उत्तर दें, प्रत्येक प्रश्न का मान 4 अंक है।

*Answer 3 Questions from Part-I and 2 Questions from
Part-II of Group-C each question carries 6 mark.*

ग्रुप—C के खण्ड—I से 3 तथा खण्ड —II से 2 प्रश्नों
के उत्तर दें, प्रत्येक प्रश्न का मान 6 अंक है।

*All parts of a question must be answered at one place in
sequence, otherwise they may not be evaluated.*

एक प्रश्न के सभी अंशों का उत्तर एक ही जगह (लगातार क्रम में)
होना चाहिए, अन्यथा वे जाँचे नहीं जा सकते हैं।

The figure in right hand margin indicate marks.

दाएँ पार्श्व के अंक पूर्णांक के सूचक हैं।

P.T.O

Part - I**GROUP - A**

1. Choose the most suitable answer from the following options :

1x16=16

- (i) The root words of 'Communication' are of:
 (a) Latin Origin
 (b) American Origin
 (c) Spanish Origin
 (d) French Origin
- (ii) All the root words of 'Communication' mean almost the same as:
 (a) Importing
 (b) Sharing
 (c) Making common
 (d) All of these
- (iii) Kinesics refers to :
 (a) Space Distancing
 (b) Use of time
 (c) Vocal clues
 (d) Facial expressions, gestures, postures and eye contact

- (iv) The structure of a simple sentence is :
 (a) V+S+O
 (b) S+V+O
 (c) Both (a) and (b)
 (d) Non of these
- (v) In which of the following cases we have a correct question tagging :
 (a) I like communication skills the most, am I?
 (b) You were learning this topic then, weren't you?
 (c) I shall help you, shalln't I ?
 (d) You must not shout at your parents, mustn't you?
- (vi) The content of communication is what we call
 (a) Message
 (b) Medium
 (c) Feedback
 (d) Grapevine
- (vii) 'Communication' means:
 (a) Written Communication
 (b) Oral Communication
 (c) Communication through body language
 (d) All of these

- (viii) The three basic elements of communication process are :
- Receiver, microphones & conference hall
 - Sender, Message & receiver
 - Sender, lecture dais & motivational speaker
 - None of these
- (ix) Verbal Communication covers :
- 100% part in communication
 - 10% part in communication
 - 35% part in communication
 - 45% part in communication
- (x) Using appropriate words :
- Makes communication all dull and dry
 - Makes communication effective
 - Causes hindrance in communication process
 - None of the above
- (xi) Which one of the following does not form part of 7cs for effective communication?
- Clear
 - Concise
 - Contrived
 - Concrete

- (xii) The poem 'Ode an Solitude' has been composed by :
- William wordsworth
 - William shakespeare
 - Alexander pope
 - Rabindra Nath Tagore
- (xiii) Which one is not a case of non-verbal communication?
- Eye contact
 - Nodding of the head
 - Writing Reports
 - All of these
- (xiv) 'Who has written The Tempest ?' This sentence can be rewritten thus by using passive voice :
- Who has The Tempest written by ?
 - By whom has The Tempest been written?
 - Booth (a) and (b)
 - Neither (a) nor (b)
- (xv) Oral communication is done by using :
- Written words
 - Pen and paper
 - Spoken words
 - All of these

(xvi) Choose the one opposite in meaning to the word 'Shallow':

- (a) Deep
- (b) Hollow
- (c) Erudite
- (d) Absolute

GROUP B

Answer all Questions.

4 x 4=16

Read the following prase passage carefully and then answer the questions that follow:

".....; So helping men spiritually is the highest help that can be given to time. He who gives man spiritual knowledge is the greatest benefactor of

mankind and as such we always find that those were the most powerful of men who helped man in his spiritual needs, because spirituality is the true basis of all our activities in life. A spiritually strong and sound man will be strong in every other respect, if he so wishes. Until there is spiritual strength in man even physical needs cannot be well satisfied. Next to spiritual comes intellectual help. The gift of knowledge is a far higher gift than that of food and clothes; it is ever higher than giving life to a man, because the real life of man consists of knowledge. Ignorance is death, knowledge is life. Life is of very little value, if it is a life in the dark, groping through ignorance and misery. Next in order comes, of course, helping a man physically. Therefore,..... we must always strive not to commit the mistake of thinking that physical help is the only help that can be given The misery that I feel when I am hungry is satisfied by eating, but hunger returns; my misery can lease only when I am satisfied beyond all want. Then hunger

will not make me miserable ; no distress, no sorrow will be able to move me. So, that help which tends to make us strong spiritually is the highest, next to it comes intellectual help, and after that physical help"

Question :

(2) Where has the above passage been taken from?

Also name the writer.

(3) Which kinds of help have been referred to in the passage? Mention them briefly in your own words.

(4) What does the writer say about intellectual gift or knowledge?

(5) Why is spiritual help, according to the writer the highest help ?

GROUP - C

Answer all **Three** Questions .

6 x 3 = 18

6. Discuss the role of communication in one's professional life.

6

OR(अथवा)

Write a Report on the celebrations of the Republic day as witnessed by you at a school in your locality. Remember you are Utkarsh raj / Shalini Verma.

7. Draft a Job application with Resume. Remember you are Nishchay / Disha

6

OR(अथवा)

Explain Active voice and Passive voice with apt examples.

P.T.O

8. Discuss Feedback and its types.

6

OR(अथवा)

What role does Body language play in communication? Describe.

Part - II

GROUP - A

सर्वाधिक उपयुक्त विकल्प को चुनकर लिखें :

1x 4 = 4

- (xvii) निम्नलिखित वाक्यों में से शुद्ध वाक्य का चयन करें।
- (अ) आपका सब विचार अच्छा होता है।
- (ब) अपने हाथ से स्वयं काम करो
- (स) सारे शहर भर में हंगामा मचा हुआ है।
- (द) इस संबंध में मैंने अपना मत पहले ही प्रकट कर दिया है।

(xviii) निम्न में से सही कथन को चुने :

- (अ) उपसर्ग शब्दों के अंत में जोड़े जाते हैं।
- (ब) प्रत्यय शब्दों के प्रारंभ में जोड़े जाते हैं।
- (स) उपसर्ग शब्दों के प्रारंभ में जोड़े जाते हैं।
- (द) उपर्युक्त में से कोई नहीं।

(xix) सब कुछ जानने वाला के लिए निम्नांकित में कौन सा एक शब्द सही है :

- (अ) अज्ञ
- (ब) बहुज्ञ
- (स) अल्पज्ञ
- (द) सर्वज्ञ

(xx) जनाब किस भाषा का शब्द है।

- (अ) हिन्दी
- (ब) अंग्रेजी
- (स) उर्दू
- (द) अरबी

GROUP - B

एक प्रश्न का उत्तर दें।

4 x 1 = 4

9. निम्नलिखित दोहों का भावार्थ लिखें।

4

(i) रात गंवाई सोय के,

दिवस गंवाया खाय
हीरा जनम अनमोल था,
कौड़ी बदले जाय ॥

(ii) ऐसी वाणी बोलिए,

मन का आपा खोये।
औरन को शीतल करें,
आपहुं शीतल होऐ ॥

अथवा

संत कबीर पर टिप्पणी लिखें।

GROUP - C

Answer all Two Questions .

6 x 2 = 12

सभी दो प्रश्नों के उत्तर दें।

10. गैर – भाषिक संप्रेषण किसे कहते हैं? उसकी विशिष्टताओं का वर्णन करें।

6

अथवा

शारीरिक भाषा संप्रेषण से क्या समझते हैं?

प्रभावशाली संप्रेषण के लिए यह क्यों महत्वपूर्ण है?
प्रकाश डालें।

11. अपने संस्थान के प्रयोगशाला में पर्याप्त सुविधा उपलब्ध कराने हेतु विभागाध्यक्ष को एक आवेदन पत्र लिखें।

6

P.T.O

अथवा

कक्षा में आपकी उपस्थिति 75 प्रतिशत से कम है।
उचित कारण का स्पष्ट उल्लेख करते हुए परीक्षा
का आवेदन प्रपत्र भरने की अनुमति हेतु अपने
संस्थान के प्राचार्य को एक आवेदन पत्र लिखें।
