Roll No:- 211182122057

SEM I / II Diploma Exam 2023 (Even)

(Common) (Theory)

[Time: 3 Hours] Communication Skills in English (2001104-P) [Max. Marks: 70]

- All questions are compulsory. (सभी प्रश्न अनिवार्य है |)
- Marks are mentioned on the right side of each question. (अंक सभी प्रश्न के दाई ओर अंकित किये है|)

PART-I

Group (A)

Q.1 Choose the most suitable answer from the following options. (1*16=16)

i. A simple sentence is also known as:
(a) Statement (b) Assertive sentence (c) Declarative sentence (d) All of these

ii. The verb-form of the word 'Strength' is:
(a) Strengthen (b) Strong (c) Stronger (d) Strengthenise

iii. Using single word for a group of words makes communication:
(a) Concise (b) Inappropriate (c) Difficult (d) Ineffective

iv. The words 'Start' and 'Close' are:
(a) Synonyms (b) Homonyms (c) Antonyms (d) Paronyms

v. An Interrogative sentence ends necessarily with:
(a) A full stop (b) A note of Interrogation (c) A Comma (d) A Semi-colon

vi. A person who goes or travels on foot is a:
(a) Morning-walker (b) Recluse (c) Atheist (d) Pedestrian

vii. The root word of 'Communication' is of:
(a) Latin origin (b) Greek origin (c) American origin (d) Indian origin

viii. The word that does not constitute to the three basic elements of communication are:
(a)Poor listener (b) Sender (c) Message (d) Receiver

ix. The receiver of a message:
(a) Encodes it (b) Decodes it (c) Gives Feedback (d) Both b and c above

x. Feedback is given by way of:
(a) Praise (b) Comment (c) Criticism (d) All of these

xi. The percentage of communication covered by Non-verbal communication is:
(a) 15 (b) 25 (c) 55 (d) 7

xii. The inside address in a letter is the:
(a) Address of the sender (c) Address of the Franchise Co.
(b) Address of the receiver (d) All of these

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xiii. The objectives of communication are to:
(a) Misinform (b) Demotivate (c) Cause monotony and boredom (d) None of these

xiv. The response or reaction of the receiver is what we call:
(a)Semantic Gap (b) Media (c) Feedback (d) Contexting

xv. Effective communication is conditioned by:
(a) Completeness (b) Correctness (c) Conciseness (d) All of these

xvi. A barrier to communication means anything that creates:
(a) Hindrance in a smooth flow of communication
(b) Disturbance in transfer of intended message
(c) Both a and b above
(d) None of these

Group (B) (ग्रुप -बी)

Q.2 Go through the following extract of a poem and answer the questions in your own words that follow; 4*4=16

Tell me not, in mournful numbers,
Life is but an empty dream!
For the soul is dead that slumbers,
And things are not what they seem.

Life is real! Life is earnest!
And the grave is not its goal;
Dust thou art, to dust returnest,
Was not spoken of the soul.

Not enjoyment, and not sorrow,
Is our destined end or way;
But to act, that each tomorrow
Find us farther than today.

Trust no future, howe'er pleasant!
Let the dead past bury its dead!
Act-Act in the living present!
Heart within and God O'erhead.

i) From which poem have the above lines been taken? Also write the name of the poet. 4
ii) What does the poet say about life in the first stanza? 4
iii) What does the poet mean by 'Life is rent! Life is earnest'? 4
iv) Is the attitude of the poet positive or negative? Prove it on the basis of ideas you get from the given stanzas? 4

Group (C) (ग्रुप - सी)

Q.3 Discuss all different components involved in the process of communication. 6

OR (अथवा)

Define any two parts of speech with the help of two examples for each. 6

Q.4 Elaborate the usage of any two punctuation marks. 6

OR (अथवा)

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Explain Seven C's for effective communication. 6

Q.5 Choosing simple and appropriate words, good voice quality and clarity of thoughts are very important for effective communication. Prove. 6

OR (अथवा)

Write a letter of complaint to the sales Executive , Orient Fans, New Delhi regarding late delivery of ceiling fans causing much inconvenience and difficulties to you. 6

Part – II

(ग्रुप-ए)

(1*4=4)

xvii. (सम्प्रेकषण तभी प्रभावशाली होगा _____)
(a) (यदि वह स्पष्ट पहुँचे) (c) (यदि वह पूर्ण रूप से पहुँचे)
(b) (यदि वह शान्ति स्थिति में पहुँचे) (d) (यदि वह प्रापकर्त्ता के पास प्रेषक के अनुसार पहुँचे।)

xviii. (प्रभावी श्रवण के लिए आवश्यक है:)
(a) (कान साफ हो) (b) (एकाग्रता) (c) (शारीरिक बल) (d) (उपर्युक्त सभी।)

xix. (विभिन्न राजकीय पदों को भरने के लिए चयनप्रक्रिया शीघ्रतापूर्वक पूर्ण हो तथा चयनित व्यक्ति पद के योग्य एवं उपयुक्त है।')
(इस वाक्य में विशेषण है:)
(a) (विभिन्न, राजकीय, चयनित, योग्य) (c) (योग्य, उपयुक्त, शीघ्रतापूर्वक, प्रक्रिया)
(b) (विभिन्न, विभाग, पूर्ण, व्यक्ति) (d) (पूर्ण, विभाग, पद, राजकीय)

xx. (छात्रवृत्ति के लिए दिए जानेवाले आवेदन-पत्र में कौन-सी अभिव्यक्ति होगी?)
(a) (मुझे छात्रवृत्ति प्रदान करने की कृपा अवश्य करें।)
(b) (आपसे विनम्र निवेदन है कि मुझे छात्रवृत्ति प्रदान करने की कृपा करें।)
(c) (श्रद्धापूर्वक निवेदन करता हूँ कि मुझे छात्रवृत्ति जरुर प्रदान करें।)
(d) (हाथ जोड़कर प्रार्थना है कि मुझे छात्रवृत्ति प्रदान क्र दी जाए।)

(ग्रुप – बी)

Q.6 ('नमक का दारोगा' अथवा 'ईदगाह' कहानी का सारांश अपने शब्दों में लिखें।) 4

OR (अथवा)

('मन जहां भय से मुक्त हो' कविता का सन्देश क्या है?) 4

(ग्रुप - सी)

Q.7 (व्यव्हार कौशल से क्या समझते हैं| प्रमुख व्यव्हार कौशल का वर्णन करें|) **6**

OR (अथवा)

(भाषिक सम्प्रेषण एवं गैर-भाषिक सम्प्रेषण में अन्तर स्पष्ट करें|) **6**

Q.8 (अवकाश हेतु आवेदन पत्र लिखें|) **6**

OR (अथवा)

(निम्नलिखित में से किसी एक का सविस्तार वर्णन करें:) **6**

i) (सरकारी पत्र) ii) (प्रेस-सूचना) iii) (फीडबैक)

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