

Seat No. / Enrolment No.:

GUJARAT TECHNOLOGICAL UNIVERSITY

Diploma Engineering/ Diploma Architecture – SEM – 1 EXAMINATION – Summer-2025

Subject Code: 4300002

Date: 30-05-2025

Subject Name: Communication Skills in English

Time: 10:30 AM TO 01:00 PM

Total Marks: 70

Instructions:

1. Attempt all questions.
2. Make Suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.
4. Use of simple calculators and non-programmable scientific calculators are permitted.
5. English version is authentic.

Q.1 Answer the following questions. (Any seven) 14

1. What kind of man is Jimmy?
2. What does the poet mean by 'ever-widening thought and action'?
3. Describe 'heaven' imagined by the poet.
4. What promise did Jimmy and Bob make twenty years ago?
5. Describe the end of the story 'After Twenty Years'.
6. What did the narrator see and feel when reached atop Pari Tibba?
7. What made the narrator feel that the leopard was following him around? Was it true that the leopard was following him?
8. Where does the owner of the woods live?
9. Why do you think the poet stopped in the woods?
10. What kind of freedom does the poet desire for the country?

Q. 2 (a) Match the column 'A' with column 'B' (Any five) 5

column 'A'	column 'B'
The leopard	Red colour
club	Gestures
Queer	Strange
Downy	Space
Proxemics	Stick
Kinesics	Soft
crimson	Ruskin Bond

(b) Write short note. (Any Two) 6

1. Write a note on Communication Barriers.
2. Discuss the Communication cycle.
3. Explain different Flows of communication.

(C) Choose the correct option.(Any Three) 3

1. Communication without words is _____ communication.
(A. non verbal B. verbal C. written)

- E mail, SMS , letters are examples of _____communication.
(A. oral B. written C. non-verbal)
- The response to a sender's message is called_____.
(A. receiver B. channel C. feedback)
- The factors that make communication slow or ineffective are called_____.
(A. paralanguage B. barriers C. feedback)

Q. 3 (a) Fill in the blanks using proper modal auxiliary. (Any four) 4

- I _____ read English. (can, may, should)
- _____ you live long! (Can, Would, May)
- We _____ help the needy. (must, should, may)
- We _____ be careful while driving. (may, can, must)
- My mother _____ run fast when she was in school. (can, could, might)

(b) Fill in the blanks using appropriate form of the verb. (Any four) 4

- _____ you ever _____ English drama? (see)
- The lights went off, while they _____ their dinner. (have)
- Listen , someone _____you outside.(call)
- We _____ for two hours. (wait)
- He _____ the zoo next Sunday. (visit)

(c) Do as directed. (Any Six) 6

- My brother writes clearly. (Identify the Adverb)
- Wow! What a scene. (Identify the interjections)
- Shyam is my brother. ___ study in the same class. (Use the Appropriate Pronoun)
- He is _____ honest man. (Apply a suitable determiner from: a, an, the)
- There _____ a bunch of grapes in the basket. (Apply a suitable verb from : are, is, has)
- Neither of the girls play well. (spot the error and rewrite the sentence)
- There are book in the bag. (spot the error and rewrite the sentence)

Q. 4 (a) Join these sentences using conjunctions given in the bracket.(Any Four) 4

- The boys are afraid to go near that place. They have heard that it is haunted.
(because)
- We were walking to the other side of the island. We found a small stream.(when)
- The girl did not buy that expensive pair of shoes. She liked them very much. (though)
- I wanted to go with them very badly. My father would not let me go.(but)
- He walked out of the room very angrily. He slammed the door hard.(and)

(b) Match the sentences to the patterns. 4

A	B
SVO	The wall collapsed.
SVC	Ram is a boy.
SV	She works sincerely.
SVA	Heema reads a news paper.

(c) Go through the sentences and change their tenses as directed. (Any Three) 3

- The boy speaks the truth. (Change into *Present Continuous Tense*)
- I know this. (Change into *Simple Past*)
- Meera ate all the apples. (Change into *Present Perfect Tense*)
- I have finished my assignment. (Change into *Past Perfect Tense*)

(d) Use appropriate preposition from the bracket. (Any Three) 3

1. The cup is ___ the cupboard.
2. Take your legs ___ the table.
3. There are clouds ___ the town.
4. Tom sits ___ Lucy and James.

(in, over, between, off, under, among, near)

7

Q. 5 (a) On behalf of the Principal, XYZ Polytechnic College, Parimal Cross Road, Ahmadabad, draft a letter to place an order for purchasing stationery items for your college store to the Manager, A to Z Stationery Suppliers, M. G. Road, Ahmadabad.

(b) Write an email to your HR head, recommending a friend for a vacant post. **7**

or

Q. 5 (a) Pooja Patel, Electrical department, ABC Engineering College, Gandhinagar wants to join internship program in Bharat Electric Company. Write a request letter to the CEO, Bharat Electric Company, Hyderabad on her behalf. **7**

(b) 2) Write an e-mail to your boss using the below stated lines: **7**
Learnt that boss is taking up a new project- planned for investment of millions of dollars in IT unfortunately plan will not work- competitor has similar project- this project was a failure- no demand in the market- hence should stop this idea immediately.

GUJARAT TECHNOLOGICAL UNIVERSITY
Diploma Engineering – SEMESTER – 1 (NEW) – EXAMINATION – Summer-2024

Subject Code: 4300002

Date: 07-06-2024

Subject Name: Communication Skills In English

Time: 10:30 AM TO 01:00 PM

Total Marks: 70

Instructions:

1. Attempt all questions.
2. Make Suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.
4. Use of programmable & Communication aids are strictly prohibited.
5. Use of non-programmable scientific calculator is permitted.
6. English version is authentic.

		Marks
Q.1	(a) Select (✓) the most appropriate option from the given options. (Any 3)	03
	1 The sign of successful communication is when _____ . a. The Sender smiles and gives open body language. b. The Sender answers. c. The Sender is agreeable. d. The Sender gets the desired response from the receiver.	
	2 The process of converting signal (coded message) into understanding is.... a. Encoding b. Decoding c. Channel d. Feedback	
	3 Use of Tone, Stress, and Intonation of one's voice in Communication is.... a. Barriers b. Physical Non-Verbal Communication c. Paralanguage d. Verbal Communication	
	4 David Berlo's _____ Model is an expansion of the Shannon-Weaver Model of Communication. a. SNMR: Sender Noise Message Receiver b. SMCR: Sender Message Channel Receiver c. SMRC – Source, Message, Recipient, Channel d. SECD – Sender, Encoding, Channel, Decoding	
	(b) Justify Fate and Friendship vs. Duty as the Central Themes of the Story “After Twenty Years”.	04
	(c) Write a Brief Note in about 120 words on the following. (Any Two)	07
	1. Shannon-Weaver Model of Communication Process (<i>Explain with Diagram</i>) 2. Communication: Definition, Need, and Application at Workplace. 3. Barriers to Communication with Illustrations.	
OR		
	(c) Answer the following questions in one or two sentences. (Any Seven)	07
	1. What is Encoding in the Process of Communication? 2. Define Decoding in the Process of Communication. 3. Why is Feedback essential for a successful Communication? 4. Which type of Communication is more effective? Verbal or Non-Verbal? 5. How does Non-Verbal Communication supplement Verbal Communication? 6. State the components of Paralanguage serving the purpose of communication. 7. In which form/s can Visual Communication be represented? 8. Explain any two Barriers to Communication.	
Q.2	(a) Identify Noun/s from the following sentences.	03
	1. The old man is known for his wisdom.	

2. Kritika bought a handbag for herself.
3. Aryan was scolded for his forgetfulness.

(b) Do as directed.

04

1. The Examination of Communication Skills in English was _____ easy.
(Apply a suitable **Adverb** from **quiet, quite, quietly** and Rewrite the Sentence.)
2. _____! That was truly an exquisite performance!
(Apply a suitable **Interjection** from **Wow, Oh, Ouch** and Rewrite the Sentence.)
3. The place is a Seven-Star Resort. Celebrities are staying there.
(Join these two sentences using a suitable **Conjunction** from **Which, Where, When** and Rewrite the revised Sentence.)
4. The wealthy woman bought diamond jewellery. (Rewrite the Sentence and Underline **Adjective/s**.)

(c) Fill in the blanks using the appropriate form of the verbs given in brackets.

07

1. _____ she _____ dinner last night? (Do...have, Does....have, Did....have)
2. I _____ to the Statue of Unity many times. (have been, has been, had been)
3. Meera got three calls from her friend, while she _____ dinner with her family last night. (is doing, was having, were doing)
4. Mrs. Dhingra _____ on the phone at this moment.
(has been talking, have been talking, is talking)
5. The roads are completely wet as it _____ since morning.
(had rained, has rained, has been raining)
6. Some students _____ already _____ their Tuition fees in time.
(has...paid, have...paid, have been paying,)
7. When we _____ (arrive) at the stadium, the match _____.
(arrive, have begun; arrived, had already begun; arrived, had already begun)

OR

Q.2 (a) Fill in the blanks with suitable Pronoun/s.

03

1. That purse is mine. I opened _____ to see if there was any money inside. (it's, it, its)
2. Vishala and Viral decided that _____ would go on a trip to Shimla.
(she, he, they)
3. Mother baked the cookies _____. (itself, herself, themselves)

(b) Do as directed.

04

1. Rahul has been to Dubai just _____.
(Apply a suitable **Adverb** from "**one, once, or ones**" and Rewrite the Sentence.)
2. We will go for sightseeing tomorrow _____ it rains. (Apply a suitable **Conjunction** from "**if, otherwise, unless**" and Rewrite the Sentence.)
3. The modest don't boast _____ their achievements.
(Apply a suitable **Preposition** from "**at, of, for**" and Rewrite the Sentence.)
4. Four cats ran into the backyard. (Underline **Adjective/s**.)

(c) Fill in the blanks using the appropriate form of the verbs given in brackets. 07

1. Ritu _____ from Insomnia since October 2023.
(has suffered, have been suffering, has been suffering)
2. Look! The young ones of langurs _____ like boys.
(is wrestling, has wrestled, are wrestling)
3. Meera _____ a job nowadays. (is looking, was looking for, is looking for)
4. He usually _____ tea, but today he _____ coffee.
(is taking...is drinking, takes...is drinking, took...drank)
5. I _____ never _____ such a beautiful beach before I went to Miami.
(had...saw, has...been seen, had...seen)
6. India _____ a developed country by 2047. (was, will become, is)
7. The lights suddenly went off, while we _____ carrom yesterday.
(have played, were playing, are playing)

Q. 3 (a) Identify the sentence pattern of the sentences given below. (Any Three) 03

1. They / worked / hard.
2. It / was / a very pleasant talk.
3. Many students / witnessed / a Play.
4. Leopard / roars.

(b) Fill in the blanks with a suitable Modal Auxiliary. (Any Four) 04

1. There are black clouds. It _____ rain today. (can, may, should)
2. The children _____ obey their parents and teachers. (need, could, should)
3. _____ India win the 2027 Cricket World Cup! (can, may)
4. Kartik _____ have attended the meeting. (Use **Certainty** indicating Modal Auxiliary)
5. _____ you lend me your bike for an hour, please? (Use **Politeness** indicating Modal Auxiliary)

(c) Fill in the blanks using the appropriate form of the verbs. (Any Seven) 07

1. Time and tide _____ for none. (wait/waits)
2. The director and producer of the movie _____ present yesterday. (was, were)
3. Rakesh as well as his friends _____ invited to the party. (is, are)
4. Neither of the Teams _____ performed their best in IPL. (has, have)
5. As the guests ate much of the Ice cream, a little _____ left for the kids. (was, were)
6. The problems of today's youth _____ many. (is, are)
7. Lots of food _____ wasted globally each year. (is, are)
8. Each of the parcels _____ 15 kgs. (weigh, weighs)

OR

Q. 3 (a) Identify the sentence pattern of the sentences given below. (Any Three) 03

1. She / sings / a song.
2. They / came / suddenly.
3. People / cried.
4. We / are / Indians.

(b) Fill in the blanks with a suitable Modal Auxiliary. (Any Four)

04

1. Rakhi _____ keep quiet as the students were reading in the next room.
(has to, have to, had to)
2. _____ you lend me a pen, please? (should, will, must)
3. My father _____ climb a tall tree when he was young. (can, could)
4. One _____ not speak loudly in the hospital. (Use **Prohibition** indicating Modal Auxiliary.)
5. You _____ worry about her as she is completely recovered from illness now.
(Use **Absence of Necessity** indicating Modal Auxiliary)

(c) Fill in the blanks using the appropriate form of the verbs. (Any Seven)

07

1. Walnut Brownie with hot chocolate sauce _____ my favorite dish. (is/are)
2. The poet and the statesman _____ arrived. (has/have)
3. Each day and each hour _____ us a fresh anxiety. (bring/brings)
4. Either Kartik or Kritika _____ eaten all the Wafers. (has/have)
5. Neither you all nor your friend _____ to be blamed. (is/are)
6. More than half of the time _____ over still he hasn't turned up. (is, are)
7. You as well as I _____ responsible for our losses. (am, are)
8. Plenty of shops _____ payments by a credit card. (accept, accepts)

Q. 4 (a) Choose the Correct Option: (Any Three)

03

1. Pari Tibba/Hill of the Fairies was also known as _____.
(a) Fairy Hill (b) Barren Hill (c) Mussoorie Hill (d) Burnt Hill
2. Bob and Jimmy were born and brought up in _____ city of USA.
(a) Chicago (b) Los Vegas (c) New York (d) San Francisco
3. _____ gives his harness bells a shake to ask if there is some mistake.
(a) Leopard (b) Forktail (c) Horse (d) Langur
4. According to the poet, humans should work towards _____.
(a) Habits (b) Happiness (c) Heaven (d) Perfection

(b) Answer the following questions in brief. (20 to 40 Words) (Any Two)

04

1. Comment on the gradual change in the behavior of Birds and Animals towards the Author in the story "**Leopard**".
2. Where did Jimmy and Bob have their last dinner? What did they promise to each other then?
3. Why was Bob under arrest? Why didn't Jimmy himself arrest Bob?

(c) Write a Brief Note in about 120 words on the following. (Any Two)

07

1. Author's Two Encounters with the Leopard.
2. Central Idea of the Poem "**Stopping by Woods on a Snowy Evening**".
3. Freedom envisioned by Tagore in "**Where the Mind is without Fear**"

OR

Q. 4 (a) Choose the Correct Option: (Any Three) 03

1. **“Where the Mind is without Fear”** is written by the Poet _____.
(a) O. Henry (b) Ruskin Bond (c) Rabindranath Tagore (d) Robert Frost
2. What made Bob realize that the Cop wasn't Jimmy?
(a) His eyes (b) His hair (c) His nose (d) His jaw
3. **“Stopping by Woods on a Snowy Evening”** is written by the Poet _____.
(a) O. Henry (b) Ruskin Bond (c) Rabindranath Tagore (d) Robert Frost
4. Apart from the author, _____ was the regular visitor of the stream.
(a) Leopard (b) Forktail (c) Horse (d) Langur

(b) Answer the following questions in brief. (20 to 40 Words) (Any Two) 04

1. Comment on the Author's approach to the Birds and Animals in **“Leopard”**.
2. How does the little horse of the poet react to being stopped by the woods? Why?
3. Explicate Tagore's Vision of India when he says *“Where the world has not been broken up into fragments by narrow domestic walls.”*

(c) Write a Short Note in about 120 words on the following. (Any Two) 07

1. Lessons learnt from the story **“After Twenty Years”**.
2. **‘India after Independence’** envisaged by Rabindranath Tagore.
3. The Author's strong efforts to find out the Forktail's nest in **“Leopard”**.

Q.5 (a) Choose the Correct Option: (Any Three) 03

1. The language used in business/formal emails should be...
(a) casual (b) friendly (c) professional (d) complex
2. _____ Email is written in response to the Complaints raised by the Clients.
(a) Adjusting (b) Adjoining (c) Adjourning (d) Adjustment
3. A written letter requesting information on the Product/Material is called..
(a) Inquiry Letter (b) Reply to Inquiry (c) Order Letter (d) Complaint Letter
4. _____ is used to send mass emails without disclosing the email IDs of the recipients.
(a) To (b) Cc (c) Bcc (d) Enclosure

(b) Do as directed. (Attempt Any One) 04

1. Elucidate the **7 Cs of Business Communication** in about 120 words.
2. Write a request letter to the Head of your respective Department in your College to sanction your leave for a week.

(c) Draft the following Business Email: (Any One) 07

- 1 **HYUNDAI MOTORS LTD**, Mumbai, INDIA wants to purchase 20000 futureproof **Lithium-ion Batteries** (Model No. ID89-Z) for its new SUV car **‘Hyundai Karrier**

EV' to be launched in Asian Market on May 01, 2024. On behalf of Manoj Nalawade, Purchase Manager, HYUNDAI MOTORS LTD. (*purchase@hyundaimotors.com*), draft an **Email, inquiring about** these Batteries to Bruce Craig, Sales Manager, ENVISION AESC, Hamburg, GERMANY (*sales@envision-energy.com*) and ask for Catalogue and Quotation.

- 2 **Place an Order** on behalf of Manoj Nalawade, Purchase Manager, HYUNDAI MOTORS LTD. through an Email (*purchase@hyundaimotors.com*) to Bruce Craig, Sales Manager, ENVISION AESC, Hamburg, GERMANY (*sales@envision-energy.com*) for 20000 futureproof **Lithium-ion Batteries** (Model No. ID89-Z) for the new SUV car 'Hyundai Karrier EV' to be launched in Asian Market on May 01, 2024. Make sure to receive the delivery of Batteries on or before February 29, 2024.

OR

Q.5 (a) Choose the Correct Option: (Any Three)

03

1. 'Dear Sir/Madam' or 'Respected Sir/Madam' is called _____.
(a) Salutation (b) Signature (c) Heading (d) Title
2. Signature is placed _____.
(a) Below the complimentary close (b) Above the complimentary close
(c) Along with complimentary close (d) None of the above
3. A written communication used to raise your concerns with a product, service or to address other types of grievances is called _____.
(a) Inquiry Letter (b) Reply to Inquiry (c) Order Letter (d) Complaint Letter
4. _____ refers to any additional documents that you've attached to your letter.
(a) Salutation (b) Detachment (c) Enclosure (d) Post-script

(b) Do as directed. (Attempt Any One)

04

1. Explain the **Parts/Format of a Business Letter** in about 120 words.
2. Place an order through Email to **GLOBAL FURNITURE**, Nagpur for Office Furniture for your newly constructed office in SEZ-2, GIDC, Ahmedabad.

(c) Draft the following Business Letter: (Any One)

07

- 1 Draft a **complaint letter** to **GLOBAL FURNITURE**, Nagpur asking for compensation or replacement as you found some of the pieces of furniture delivered in the damaged condition.
- 2 **GLOBAL FURNITURE**, Nagpur has received a complaint from **PIONEER CONSULTANCY**, SEZ-2, Ahmedabad regarding some of the pieces of furniture delivered in the damaged condition. On behalf of **GLOBAL FURNITURE**, draft a suitable **Adjustment Letter**.

GUJARAT TECHNOLOGICAL UNIVERSITY
DIPLOMA ENGINEERING – SEMESTER – 1 - EXAMINATION – SUMMER-2022

Subject Code: 4300002**Date :26-08-2022****Subject Name: Communication Skills in English****Time:02:30 PM TO 05:00 PM****Total Marks:70****Instructions:**

1. Attempt all questions.
2. Make Suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.
4. Use of simple calculators and non-programmable scientific calculators are permitted.
5. English version is authentic.

Marks

- Q.1 (a)** Answer the following questions in one or two sentence. (Any three) **03**
1. Who created SMCR model of communication?
 2. Write any two barriers to communication.
 3. What is verbal communication?
 4. What is visual communication?
- (b)** Select the correct option. (Any four) **04**
1. The person who transmits the message is called _____
a) Channel (b) Sender (c) Receiver (d) Response
 2. Which is not a part of Communication Process?
a) Decode (b) Channel (c) Sender (d) Prejudice
 3. The response to a sender's message is called _____
a) Feedback (b) Barrier (c) Noise (d) Source
 4. E-mails, texts, letters, reports are examples of _____ communication.
a) Oral (b) Non-verbal (c) Written (d) Spoken
 5. _____communication includes body language, facial expressions etc.
a) Verbal (b) Non-verbal (c) Facial (d) Written
- (c)** Rewrite the following sentences using suitable Connector. **07**
1. Suresh tried hard to get it done. It was not possible. (and, but, so)
 2. Winter is the season. We feel cold. (where, when, why)
 3. He was my friend. I decided to help him. (otherwise, but, so)
 4. This is the institute_I served for seven years. (when, where, which)
 5. The weather improves. We shall go for a walk. (if, unless, otherwise)
 6. She is poor. She is honest. (unless, otherwise, but)
 7. I felt ill. I went on working. (though, because, and)
- OR**
- (c)** Rewrite the following sentences using the tense given in the brackets. **07**
1. He will be a good leader. (Simple Past Tense)
 2. Gayatri had many friends. (Simple Present Tense)
 3. They wait for the arrival of their teacher. (Present Continuous Tense)
 4. What are they doing over there? (Simple Future Tense)
 5. They were questioned by their teacher. (Present Perfect Tense)
 6. Diya was watching for two hours. (Present Perfect Continuous Tense)
 7. The plane took off before we reached the airport. (Past Perfect Tense)
- Q.2 (a)** Write short note on Process of Communication. **03**
- (b)** Fill in the blanks by selecting the correct Pronoun. **04**
1. After school, You and ___ must discuss a few things. (I, Me)

2. This is my book and that is _____. (your, yours)
 3. Please check _____ is knocking at the door. (whom, who)
 4. The king _____ gave the awards to the children. (himself, myself)
- (c) Fill in the blanks by selecting the most appropriate Modal Auxiliary. **07**
1. We _____ obey our elders. (could, should, can)
 2. He tried hard but _____ not lift it. (ought, shall, could)
 3. You _____ do your homework regularly. (must, can, may)
 4. I wish you _____ get good marks. (can, would, should)
 5. _____ you lend me a pen, please? (shall, should, will)
 6. It _____ rain today. (may, should, would)
 7. _____ I carry your luggage? (could, shall, would)

OR

- Q.2 (a)** Write short note on Barriers to Communication. **03**
- (b)** Identify the correct Sentence Pattern of the given sentences. **04**
1. Ritu / wrote / a letter.
 2. The class / became / noisy.
 3. Her father / is / a doctor.
 4. We / enjoyed.
- (c)** Fill in the blanks by selecting the most appropriate form of verb. **07**
1. There _____ major flaws in your argument. (is, are)
 2. The director and producer of the movie _____ present there. (were, was)
 3. You as well as I _____ responsible for our losses. (are, am)
 4. Not only the principal but also the teachers _____ played a vital role. (has, have)
 5. Either you or Rahul _____ responsible for the mistake. (is, are)
 6. Neither of these two students _____ done well. (have, has)
 7. Some of the work _____ to be done. (remain, remains)

- Q.3 (a)** Write short note. (any one) **03**
1. The end of the story After Twenty Years.
 2. The central idea of the poem Where the Mind is without Fear.
- (b)** Fill in the blanks by selecting the correct option. **04**
1. A party of hunters resting beneath the _____
a) Rhododendrons (b) Maples (c) Oaks (d) Raspberries
 2. The man and his friend Jimmy belong to _____ city.
a) New York (b) London (c) Mumbai (d) Paris
 3. The horse thought that it was _____ to stop there.
a) Stupid (b) Queer (c) Foolish (d) Useless
 4. Rabindranath Tagore wants his countrymen to be without _____
a) Courage (b) Respect (c) Fear (d) Shame
- (c)** Answer the following questions. (any two) **04**
1. Why did the ravine become a little haven of wildlife?
 2. What did Jimmy write in the note handed over to Bob?
 3. What according to the speaker will surprise the horse?
- (d)** Answer the following questions in one or two sentence. (any three) **03**
1. Who wrote the poem Where the Mind is without Fear?
 2. Where did Bob and Jimmy take the last dinner?
 3. When did the author first see the leopard?
 4. Which season is described in Stopping by Woods on a Snowy Evening?

OR

- Q.3 (a)** Write short note. (any one) **03**
1. Describe the author's first encounter with the leopard.
 2. The central idea of the poem Stopping by Woods on a Snowy Evening.
- (b)** Fill in the blanks by selecting the correct option. **04**
1. The _____ was a regular visitor of the stream.

a) Forktail (b) Tiger (c) Lion (d) Sparrow

2. What was the time of appointment?

a) 12 o'clock (b) 11 o'clock (c) 10 o'clock (d) 9 o'clock

3. 'Woods' means _____

a) Snow (b) Wood (c) Forest (d) Farm

4. The Poet wants the words to come from _____

a) The depth of spirit (b) The depth of mind (c) The depth of truth (d) The depth of heart

(c) Answer the following questions. (any two) **04**

1. What happened when the leopard sensed the author's presence?

2. What promise did Jimmy and Bob make twenty years ago?

3. What does the poet say about the owner of the woods?

(d) Answer the following questions in one or two sentence. (any three) **03**

1. Who does the poet address as 'thee' and 'my father'?

2. Whose carcass the hunters had seen?

3. How long has Bob been under arrest?

4. How are the woods?

Q.4 (a) Fill in the blanks by choosing the most appropriate Interjection. **03**

1. _____ We are ruined. (Hurrah! , Alas! , Bravo!)

2. _____ The teacher is coming. (Ouch! , Alas! , Hush!)

3. _____ We won the match. (Hurrah!, Eureka!, Alas!)

(b) Do as directed. (Any four) **04**

1. Make a sentence using the word – Extinction

2. Give opposite word for – Appear, Arrival

3. Write synonym word for – Paradise, Tremble

4. Give one word for – Person who works slowly but earnestly

5. Find the correct spelling – A. Pessenger B. Passenger C. Pessengar

(c) Answer the following by selecting the correct option. **04**

1. The file attached to an email is called the _____

a) content (b) attachment (c) subject (d) BCC

2. In E-mail communication, CC stands for _____.

(a) Confidential Copy (b) Cancelled Copy (c) Carbon Copy (d) Casual Copy

3. The e-mail id of the secondary recipient of email is entered in ____ field.

(a) From (b) CC (c) BCC (d) Subject

4. Which of the following is an advantage of an e-mail?

(a) Desired length (b) Ease of communication (c) Lower cost (d) All of these

(d) Answer the following by identifying the suitable option. **03**

1. Where is the receiver's address written in a formal letter?

(a) on the top of the letter (b) just below the date (c) just above the date (d) just after the salutation

2. Which of the following is not a part of a formal letter?

(a) Salutation (b) Date (c) Subject (d) Photo

3. _____ is not one of the 7Cs of business communication.

(a) Correctness (b) Character (c) Clarity (d) Conciseness

OR

Q.4 (a) Fill in the blanks by choosing the most appropriate Interjection. **03**

1. _____ The baby is asleep. (Hush!, Alas!, Ouch!)

2. _____ I am stung by a bee. (Ouch!, Bingo!, Wow!)

3. _____ Our team came first in the competition. (Alas!, Eureka!, Hurrah!)

(b) Do as directed. (Any four) **04**

1. Make a sentence using the word – Vicinity

2. Give opposite word for – Continue, Certain

3. Write synonym word for – Blossom, Pretty

4. Give one word for – Sudden violent rush of wind

5. Find the correct spelling – A. Musoorie B. Mussoorie C. Massoorie
- (c) Answer the following by selecting the correct option. **04**
- In e-mail communication, BCC stands for _____.
(a) Blank Carbon Copy (b) Blind Casual Copy (c) Blink Carbon Copy (d) Blind Carbon Copy
 - Which of the following is mandatory for sending an E-mail?
(a) Body (b) Sender's Mail id (c) Attachment (d) Subject
 - To send a received mail to another person, you need to _____ the message.
(a) Reply to (b) Forward (c) Reply All (d) Copy
 - What is the full form of E-mail?
a) Electronic-mail (b) Electric-mail (c) Effective-mail (d) Efficient-mail
- (d) Answer the following by identifying the suitable option. **03**
- Conciseness in business communication means _____.
a) Brevity (b) Appreciation (c) Vagueness (d) Authenticity
 - The Key points are written in which part of a formal letter.
a) Heading (b) Body (c) Closing (d) Complimentary close
 - What is the correct way to write a Complimentary close in a formal letter?
a) Your truly (b) Yours truly (c) Your's truly (d) Yours' truly
- Q.5 (a)** Identify Noun/s from the sentences given below. **03**
- The sun rises in the east.
 - London is on the Thames.
 - He had brown hair.
- (b) Fill in the blanks by choosing the correct Adverb. **04**
- I have _____ been to the USA. (never, ever, sometime)
 - He _____ believes what I say. (always, already, rare)
 - We were _____ bored with the show. (quiet, quite, quit)
 - It rained _____ (heavily, heavy, heavier)
- (c) Astha Yagnik writes a Complaint Email to Anurag Electronic Distributors about her non-functioning purchased computer. Draft an E-mail on her behalf. **07**
- OR**
- Q.5 (a)** Identify Noun/s from the sentences given below. **03**
- Dogs are very faithful animals.
 - My mother works in a school.
 - I heard the doorbell.
- (b) Fill in the blanks by choosing the most suitable Adjective from the given list. **04**
(little, friendly, silk, second)
- The _____ car in the row is mine.
 - He has _____ intelligence.
 - She bought a _____ dress.
 - A _____ elephant pulled me out of the pit.
- (c) Aman Gupta, 24, Mangal Murti Society, Vadodara writes a request letter to The Chief Engineer, Torrent Power, Ahmedabad for granting him permission for Internship during his last semester. Draft a letter on his behalf. **07**