

Seat No. / Enrolment No.:

GUJARAT TECHNOLOGICAL UNIVERSITY

Diploma Engineering – SEMESTER – 1 (NEW) – EXAMINATION – Winter-2024

Subject Code: DI01000031

Date: 04-01-2025

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 Choose the correct option:

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- (1) What is non-verbal communication?
 - (a) Non-verbal communication is another term for using body language
 - (b) Non-verbal communication is about exchanging information without speaking words
 - (c) Non-verbal communication is another term for written communication
 - (d) Non-verbal communication is for people who cannot speak or hear
- (2) Which of the following is an example of body language?
 - (a) Facial expression (b) Eye contact (c) Posture (d) Gestures (e) All of the above
- (3) What does effective communication require?
 - (a) Purpose or reason (b) Strategy or way of communicating (c) Acknowledgement (d) Feedback (e) All of the above
- (4) How will you know if communication was successful?
 - (a) The person smiles and gives open body language
 - (b) The person answers the questions.
 - (c) It has the desired outcome
 - (d) The person is agreeable
 - (e) The person tells you
- (5) What is paralanguage?
 - (a) Language for the disabled
 - (b) How something is said, rather than what is said
 - (c) What is said, rather than how it is said
 - (d) When how something is said matches what is being said
 - (e) When how something is said does not match what is being said
- (6) What is efficient communication?
 - (a) Talking quickly and using minimal words to get the point across
 - (b) Spending the minimum amount of time and effort to get the communication message across successfully
 - (c) Ensuring that the message is understood and being thorough enough to get the point across
 - (d) Being able to convey a message with just body language and gestures

- (e) Being able to use jargon and abbreviations while still being understood
- (7) All communication is verbal
(a) True (b) False
- (8) The author first saw the leopard when ...
(a) he was climbing the hill (b) it was caught by hunters (c) he was crossing the stream (d) he was going after forktail
- (9) is called Hill of Fairies
(a) Pari Hill (b) Angel Tibba (c) God Hill (d) Pari Tibba
- (10) The location of the story "After Twenty Years" is
(a) Dehradun (b) Mussoorie (c) Chicago (d) New York
- (11) The man was waiting for his
(a) wife (b) friend (c) brother (d) customer
- (12) The woods were filled up with.....
(a) Ice (b) hails (c) snow (d) flowers
- (13) The horse shakes its harness bell to ask if there is a
(a) problem (b) mistake (c) danger (d) error
- (14) Who wrote the note?
(a) Bob (b) Jimmy (c) Vera (d) O' Henry

Q.2 (A) Write a short note. (Attempt any two)

06

- (1) Barriers to Communication
- (2) The friendship of Jimmy and Bob
- (3) Central idea of the poem "Stopping by Woods on a Snowy Evening"

(B) Attempt any two.

08

- (1) Answer in brief.
 - (i) Why did the author return to mountains?
 - (ii) What did the stranger say to the policeman?
- (2) Answer in brief.
 - (i) What does the poet say about the owner of the woods?
 - (ii) What are the communication skills?
- (3) Answer in brief.
 - (i) What kind of man was his friend Jimmy?
 - (ii) What is the basic model of communication?

Q.3 (A) Attempt any two.

06

- (1) Fill in the blanks using correct form of verbs given in bracket.
 - (i) Whenever we meet, we (plan) a trip.
 - (ii) Vijay (wait) for me when I arrived.
 - (iii) Shikhar Dhawan (score) a century in the last match.
- (2) Fill in the blanks using correct form of verbs given in bracket.
 - (i) It outside now. (rain)
 - (ii) Can you (help) me move this heavy table?
 - (iii) Hello Samay, I (not/see) you for ages. How are you?
- (3) Fill in the blanks using correct form of verbs given in bracket.
 - (i) (have) you ever (visit) China before your trip in 2006?
 - (ii) Who (invent) the computer?
 - (iii) Yesterday evening the phone ... (ring) three times while we (have) dinner.

(B) Attempt any two

08

- (1) Identify the underlined part of speech.

- (i) They have been living in Switzerland for seven years.
(a) Adjective (b) adverb (C) complement (D) verb
 - (ii) They themselves admitted the misconduct.
(a) pronoun(b) noun(c) adjective(d) adverb
 - (iii) We are meeting at the cafe.
(a) pronoun(b) noun(c) preposition(d) adverb
 - (iv) Usha runs fast.
(a) pronoun(b) noun(c) adverb (d) preposition
- (2) Choose the correct answer.
- (i) Wait here ____ I get back.
(a) as soon as (b) until (c) Either (d) and
 - (ii) It was raining, _____we turned back
(a) because (b)so (c) Either (d) or
 - (iii) He is good _____ math and science.
(a) In (b) on (c) at (d) of
 - (iv) _____ he was late, he missed the bus.
(a) because (b) so (c) either (d) since
- (3) Join the sentences using appropriate conjunction.
- (i) Take your umbrella. You will get wet. (otherwise/but/so)
 - (ii) Mr. Patil is known to me. He is a professor. (whose/who/which)
 - (iii) I was tired. I managed to finish the work. (although/and/so)
 - (iv)The book is very useful. You bought yesterday. (what/which/who)

Q.4(A) Attempt any two.

06

- (1) Choose the appropriate option.
 - (i) We----- keep promises. (should/ can)
 - (ii) ----- you lend me a pen, please? (will/might)
 - (iii)You -----not speak loudly in the hospital(could/must)
- (2) Fill in the blanks with appropriate modal auxiliary.
 - (i) Shecome tomorrow. (Possibility)
 - (ii) We honour our parents. (Moral obligation)
 - (iii)Tomorrow be a holiday. (Future)
- (3) Replace the modal auxiliaries with appropriate ones.
 - (i) Can God bless you!
 - (ii) Might you lend me your scooter, please?
 - (iii)A patient may follow the doctor's advice.

(B) Attempt any two.

08

- (1) Identify the sentence pattern of given sentences.
 - (i) She / sings / a song
 - (ii) People/ cried.
 - (iii)You/ are/ intelligent.
 - (iv)Lata/ sang /sweetly.
- (2) Pick up the right verb and rewrite the sentence.
 - (i) The deputy along with thirty miners (were/was) killed

- (ii) None of them (attends/attend) to their work these days.
 - (iii) The secretary and the member (has, have) come to visit the institute today.
 - (iv) My uncle and guide (is/are) my best friend.
- (3) Correct the sentences.
- (i) Apple pie and custard are my favourite dish.
 - (ii) Each of the boxes weigh 10 kgs.
 - (iii) Bread and butter are the primary need of human being.
 - (iv) The trouble with these guys are their rustic approach.

Q.5(A) Attempt any two.

06

- (1) Write a paragraph on “Importance of Trees”.
- (2) Write a paragraph on “Diwali”
- (3) Answer the following questions.
 - (i) What is the full form of email?
 - (ii) What is the use of subject line?
 - (iii) What does BCC stand for?
 - (iv) The tone of your email should be _____ (aggressive/polite)

(B) Attempt any two.

08

- (1) Draft an email asking for the illustrated catalogue and quotation of certain surgical tools required by your hospital.
- (2) One of your customers has complained that the chairs supplied by you are of inferior quality and not in accordance with the samples shown to him. Draft an email expressing your regrets and showing willingness to replace the goods.
- (3) True/False.
 - (i) The email fonts should be colourful and fancy.
 - (ii) Proof reading emails before hitting send is preferred.
 - (iii) The subject line should be long and descriptive.
 - (iv) Email is one of the easiest modes of communication.
