

# GUJARAT TECHNOLOGICAL UNIVERSITY

DI/DA – SEMESTER – 1 (OLD) – EXAMINATION – Winter-2024

**Subject Code: 4300002**

**Date: 02-01-2025**

**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.**

- |  | Marks     |
|--|-----------|
| <b>Q.1 (a)</b> Choose the correct option: (Any Three)  | <b>03</b> |
| (1) SMCR Model of Communication was created by ____.   |           |
| A. Shannon-Weaver                      B. Samuel Martin  |           |
| C. David Berlo                              D. Chris Richardson  |           |
| (2) _____ is NOT a part of verbal communication.   |           |
| A. E-mail                                      B. Gesture  |           |
| C. Report                                      D. Document   |           |
| (3) Factors that influence communication negatively are called _____ to effective communication.         |           |
| A. Barriers                                      B. Types  |           |
| C. Styles                                        D. Channels   |           |
| (4) The response to a sender's message is called ____.   |           |
| A. Noise                                        B. Barrier   |           |
| C. Source                                       D. Feedback  |           |
| <b>(b)</b> Answer the following questions: (Any Four)  | <b>04</b> |
| (1) How can you explain the term 'communication'?  |           |
| (2) What can you infer from the term 'encoding'?   |           |
| (3) How will you contrast 'verbal communication' and 'non-verbal communication'?                         |           |
| (4) How would you summarise the term 'paralanguage'?   |           |
| (5) If a listener does not know/understand a speaker's language, what kind of barrier will it be called? |           |
| <b>(c)</b> Answer the following questions: (Any Seven)   | <b>07</b> |
| (1) What must the horse find 'queer'?  |           |
| (2) "He gives his harness bells a shake" – Who is 'he'?  |           |
| (3) What does Tagore suggest through the phrase "mind is without fear"?                                  |           |
| (4) Whom does Tagore address as 'my Father'?   |           |
| (5) What was the appointment made between Bob and Jimmy before twenty years?                             |           |
| (6) Why was Bob under arrest?  |           |
| (7) What examples of nature can you find to justify 'The Leopard' as a nature-centric prose?             |           |
| (8) Why were the shikaris roaming in the forest?   |           |
| OR   |           |
| <b>(c)</b> Answer the following questions: (Any Seven)   | <b>07</b> |
| (1) Which season is described in 'Stopping by Woods'?  |           |
| (2) Which promises does the poet talk about in 'Stopping by Woods on a Snowy Evening'?                   |           |

- (3) What does the poet mean by “*knowledge is free*”?
- (4) What is meant by “*narrow domestic walls*”?
- (5) How did Bob realise that the cop was not Jimmy?
- (6) What does the phrase ‘*guardian of peace*’ mean?
- (7) What was the author’s attitude towards man in ‘The Leopard’?
- (8) How was the ravine?

- Q.2 (a) Identify the sentence pattern: (Any Three) 03**
- (1) Sumit / is / happy.
  - (2) The monk / opened / his eyes.
  - (3) I / like / painting.
  - (4) Meena / sang / beautifully.
- (b) Fill in the blanks by using the appropriate Modal Auxiliary: (Any Four) 04**
- (1) Shyam \_\_\_ pay his college fees by tomorrow. (has to, could, may)
  - (2) We \_\_\_ respect the national flag. (can, must, may)
  - (3) I \_\_\_ prefer tea to coffee. (might, must, would)
  - (4) \_\_\_ you live long! (Must, May, Should)
  - (5) You \_\_\_ not waste your father’s money. (may, should, might)
- (c) Do as directed: (Any Seven) 07**
- (1) Vimal is a sincere student. (Identify ‘adjective’)
  - (2) Manish was ill yesterday, so he did not attend classes. (Identify ‘pronoun’)
  - (3) These fruits are fresh. (Identify ‘noun’)
  - (4) Asmita sings melodiously. (Identify ‘adverb’)
  - (5) Kandarp will undergo a surgery in the next month. (Identify ‘preposition’)
  - (6) Identify the sentence in present continuous tense – It rains. / It rained. / It is raining.
  - (7) The past participle tense form of ‘catch’ is \_\_\_\_. (caught, caught, catch)
  - (8) The word ‘will’ is placed before a verb in case of a sentence of \_\_\_\_ tense. (Simple Past, Simple Present, Simple Future)

OR

- Q.2 (a) Identify the sentence pattern: (Any Three) 03**
- (1) Shital / will write / a letter.
  - (2) Dr. Patel / treats / well.
  - (3) Richa / failed.
  - (4) Ankit / is / an engineer.
- (b) Fill in the blanks by using the appropriate Modal Auxiliary: (Any Four) 04**
- (1) Alpesh \_\_\_ exercise regularly to maintain his health and fitness. (could, would, should)
  - (2) The sky is dark. It \_\_\_ rain. (should, may, must)
  - (3) Priya told me that she \_\_\_ not attend the party. (would, may, should)
  - (4) If you try, you \_\_\_ learn English. (can, may, should)
  - (5) I am getting late, so I \_\_\_ go. (can, need to, could)
- (c) Do as directed: (Any Seven) 07**
- (1) Ravina lost her purse. (Identify ‘verb’)
  - (2) Alas! That great man is no more! (Identify ‘interjection’)
  - (3) The brave soldiers are protecting our country. (Identify ‘adjective’)
  - (4) You guided the team nicely. (Identify ‘adverb’)
  - (5) The bus will arrive at 6 pm. (Identify ‘preposition’)
  - (6) Identify the sentence in simple past tense. – The students will learn. / The students are learning. / The students learned.
  - (7) The past tense form of ‘eat’ is \_\_\_\_. (eats, ate, eaten)

(8) The past tense form of 'go' is \_\_\_\_\_. (goed, went, gone)

**Q. 3 (a)** Fill in the blanks by using a proper verb that agrees to the subject: (Any Three) **03**

- (1) Both Kiran and Kaushal \_\_\_\_ good students. (is, are)
- (2) Your brother \_\_\_\_ done a great job. (have, has)
- (3) Every man \_\_\_\_ to be happy. (wish, wishes)
- (4) The Collector, along with the Additional Collector, \_\_\_\_ going to visit our Exhibition. (is, are)

**(b)** Fill in the blanks by using the appropriate form of the verb given in the bracket: (Any Four) **04**

- (1) Kartik \_\_\_\_ a new mobile on his last birthday. (buys, bought, will buy)
- (2) The train \_\_\_\_ the platform now. (leaves, is leaving, was leaving)
- (3) Sumit \_\_\_\_ for Pritesh since 4 pm. (will wait, has been waiting, is waiting)
- (4) I \_\_\_\_ so many certificates during my college life. (have been received, have received, receive)
- (5) Riya \_\_\_\_\_ already \_\_\_\_\_ to sell her car. (is .... decided, has .... decided, will .... decided)

**(c)** Do as directed: (Any Seven) **07**

- (1) policy/honesty/best/is/the (Form a correct sentence)
- (2) You have just posted a photo. It is very nice. (Connect the two sentences with a suitable connector - 'which' / 'why' / 'who')
- (3) I like all Apple gadgets, but I feel that \_\_\_\_ are a bit overpriced. (Use a suitable 'pronoun')
- (4) When I was young, I \_\_\_\_ run very fast. (Use a suitable Modal Auxiliary indicating past ability)
- (5) Why \_\_\_\_ you absent yesterday? (Use a suitable verb that agrees to the subject)
- (6) We \_\_\_\_ the Taj Mahal in the next Diwali vacation. (Use a proper verb form of 'visit')
- (7) Aakash \_\_\_\_ already \_\_\_\_ his notebook to the teacher. (Use a proper verb form of 'submit')
- (8) The villain killed the hero. (Rewrite the sentence using Simple Future Tense)

OR

**Q. 3 (a)** Fill in the blanks by using a proper verb that agrees to the subject: (Any Three) **03**

- (1) Mukesh Ambani \_\_\_\_ in Mumbai. (live, lives)
- (2) Either Sima or her parents \_\_\_\_ going to attend the party. (is, are)
- (3) Five hundred rupees \_\_\_\_ a very small amount these days. (is, are)
- (4) Neither he nor she \_\_\_\_ right. (is, are)

**(b)** Fill in the blanks by using the appropriate form of the verb given in the bracket: (Any Four) **04**

- (1) The moon \_\_\_\_ around the earth. (is revolve, revolves, had revolved)
- (2) Hey, someone \_ you. (will call, is calling, had called)
- (3) Rasik \_\_\_\_ his house when I called him yesterday. (decorated, was decorating, will decorate)
- (4) The Chief Minister \_\_\_\_ Surat tomorrow. (had visited, will visit, has visited)
- (5) The thieves \_\_\_\_ before the police arrived. (escaped, were escaping,

- had escaped)
- (c) Do as directed: (Any Seven) 07
- (1) you/Parth/Does/know/? (Form a correct sentence.)
  - (2) She went to watch a movie. She was not prepared for her exam. (Use 'although')
  - (3) Before jumping \_\_\_ a pond, you should test the depth of the area. (Use a suitable 'preposition')
  - (4) \_\_\_ you speak German? (Use Modal Auxiliary indicating ability)
  - (5) A group of students \_\_\_ making a noise rightnow. (Use a suitable verb that agrees to the subject)
  - (6) Keep silence. The baby \_\_\_\_. (Use a proper verb form of 'sleep')
  - (7) Mehul \_\_\_ his grandparents every year. (Use a proper verb form of 'visit')
  - (8) The dogs bark. (Rewrite the statement using Past Continuous Tense.)
- Q. 4** (a) Write a short note: (Any One) 03
- (1) Shannon-Weaver model of communication
  - (2) Facial expressions and Eye contact
- (b) Choose the correct option: (Any Four) 04
- (1) The \_\_\_ visited the stream regularly.  
A. tiger      B. leopard      C. forktail      D. peahen
  - (2) Bob and Jimmy were raised in \_\_\_\_\_ just like two brothers, together.  
A. Chicago      B. New York      C. Toronto      D. Texas
  - (3) The poet described the woods as \_\_\_\_\_.  
A. 'lovely, dark and deep'  
B. 'dense, dangerous, difficult'  
C. 'natural, attractive, enjoyable'  
D. None of the above
  - (4) Reason is compared to a clear \_\_\_\_\_ by Tagore.  
A. stream      B. ocean      C. mountain      D. hill
  - (5) According to Tagore, human should work towards \_\_\_\_  
A. happiness      B. perfection      C. beauty      D. money
- (c) Write short notes: (Any Two) 07
- (1) The poet's dilemma and decision in 'Stopping by Woods on a Snowy Evening'
  - (2) The concept of 'heaven' as expressed
  - (3) The key message of 'The Leopard'
- OR
- Q. 4** (a) Write a short note: (Any One) 03
- (1) Need and Application of communication skills
  - (2) Barriers to communication
- (b) Choose the correct option: (Any Four) 04
- (1) The author clapped his hands when he saw the leopard for the first time, because \_\_\_\_\_.  
A. he was excited  
B. he wanted to frighten the leopard  
C. the leopard looked wonderful  
D. he wanted to give some courage to himself
  - (2) Bob and Jimmy had their last dinner together at a restaurant named \_\_\_\_\_.  
A. Domino's      B. Uncle Sam's  
C. McDonald's      D. Big Joe Brady's
  - (3) The owner of woods lives in the \_\_\_\_\_.  
A. hotel      B. woods      C. village      D. town

- (4) The woods are covered with \_\_\_\_.  
 A. snow      B. smoke      C. fog      D. lights
- (5) The poem 'Where the Mind is Without Fear' ends with the line: "...let my country \_\_\_\_".  
 A. develop      B. awake      C. fear      D. prosper

- (c) Write short notes: (Any Two) 07
- (1) The author's pain and concern in 'The Leopard'  
 (2) Friendship Vs. Duty in 'After Twenty Years'  
 (3) The central idea of 'Stopping by Woods on a Snowy Evening'

- Q.5** (a) Choose the correct option: (Any Three) 03

- (1) If a person wants to know about various products and schemes offered by a merchant/company, he/she needs to write a/an \_\_\_\_\_.  
 A. Complaint email      B. Inquiry email  
 C. Order email      D. Adjustment email
- (2) \_\_\_\_\_ indicates other persons receiving the same mail with visible IDs.  
 A. CC      B. BCC      C. PS      D. Encl.
- (3) Catalogue is attached with \_\_\_\_\_.  
 A. Permission email      B. Inquiry email  
 C. Reply to inquiry email      D. None of these
- (4) In which part of a formal letter/email are the key point written? \_\_\_\_  
 A. Heading      B. Body  
 C. Closing      D. Complimentary close

- (b) Do as directed: (Any One) 04

- (1) How would you explain the terms 'courtesy' and 'completeness' a letter/email?  
 (2) Draft an application to your HOD requesting him to grant your medical leave for two weeks.

- (c) Draft a letter: (Any One) 07

- (1) You are the Purchase Manager at Ashok Industries, Sanand. Draft a letter to SP Industries, Mumbai, placing an order for 10 pieces of 9 feet lathe machines, asking for the discount also.  
 (2) Vipul Enterprise, Vapi has received a complaint from Riya Plastics, Rajkot regarding delay in delivery of water tanks. On behalf of Vipul Enterprise, draft a letter of Adjustment.

OR

- Q.5** (a) Choose the correct option: (Any Three) 03

- (1) To add/include an important point at the end in the email/letter, \_\_\_\_\_ is used.  
 A. Post Script      B. Subject line  
 C. Reference line      D. Attention line
- (2) When can a buyer write a complaint email? \_\_\_\_\_.  
 A. The goods arrive in a damaged condition  
 B. The goods are different from the actual order.  
 C. There is a mistake in bill.  
 D. All of these
- (3) Give full form of C.W.O. \_\_\_\_\_.  
 A. Cash with order      B. Cash with office  
 C. Copied work over      D. None of these
- (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

- (b) Do as directed: (Any One) 04

- (1) Summarise the terms 'Inside address' and 'Complimentary Close'.
  - (2) Draft an email to the Manager of GrowRich Bank, A.G. Road Branch, Delhi to complain about the disrespectful behavior of a staff at the bank.
- (c) Draft an email: (Any One)
- (1) An email of complaint on behalf of Suraj Sharma, who ordered a new laptop before ten days, but has yet not received it from the AtoZ Electronics.
  - (2) An email of inquiry regarding smartboards on behalf of Excellent Coaching Classes to Best Technologies.

**07**