

Nov. 2020

## COMMUNICATION SKILLS IN ENGLISH

Time allowed : Three Hours]

[Maximum Marks : 60

- Note :**
- (i) There are **three** sections in the paper **A, B and C**.
  - (ii) Answer all the **10** parts of the question No. 1 Section **A**. Each Part carries **one** mark and to be answered in **one** line/10 words.
  - (iii) Answer any **8** questions out of the **12** questions in Section **B**. Each question carries **2½** marks and to be answered within **5** lines/50 words.
  - (iv) Answer any **3** questions out of the **5** questions in Section **C**. Each question carries **10** marks and to be answered within **15** lines/150 words.
  - (v) Solve all the questions of a section consecutively together.

### SECTION – A

1. Answer the following as per directions given in brackets : (1 × 10 = 10)

- (i) She sings very sweetly. (Transform it into exclamatory sentence)
- (ii) Work hard or you will fail. (Transform into complex sentence)
- (iii) We offered him tea. (Change into Passive Voice)
- (iv) Ram is paying football. (Change into Passive Voice)
- (v) This plan is practicable. (Change into negative without changing its essential meaning.)
- (vi) The sun having risen, the sky cleared. (Transform into compound sentence)
- (vii) The train left before we reached the station. (Correct the sentence and rewrite)
- (viii) She \_\_\_\_\_ to drive carefully. (Use appropriate Modal verb ) (Duty)
- (ix) If I had wings , I \_\_\_\_\_ fly everywhere. (Modal) (Imaginary condition)
- (x) There \_\_\_\_\_ (to be) many kinds of letters. (Correct form of verb given in brackets)

**SECTION - B**

Answer any 8 questions out of the 12 questions in Section - B (in **about 50** words each) (2½ × 8 = 20)

2. What is meant by Verbal and Non-verbal Communication?
3. What is Communication and what is its Importance?
4. What are the advantages of Oral Communication?
5. What are the limitations of Written Communication?
6. What qualities does a man need to be an effective Communicator?
7. What is meant by Formal and Informal Communication?
8. How was the life of the Dog after he was tied to the cord by the Blind Man?
9. Why did the perfumer snip the cord?
10. What was the attitude of the Blind Man towards the dog?
11. What present did Della buy for her husband?
12. Was the money which Della had collected enough to buy a gift? What did she do after that?
13. Which letters are called formal letters?

**SECTION - C**

Answer any 3 questions out of the 5 questions in this Section. (in about **150** words each) (10 × 3 = 30)

14. Write a letter to the editor of a local newspaper expressing your concern (with solutions) about road accidents taking place in your city.
15. You are Aman/Anita. Apply for the post of Junior Engineer (Civil) in Nagar Nigam, of your city. Write your CV also.
16. What are the qualities of a Good and Effective Communication? (Seven C's)
17. The story 'The Blind Dog' teaches us (human beings) a very good lesson. Describe it in your own words.
18. Jim and Della loved each other very much. Which quality you would like to imbibe in your life, to make your life happier?