

PARUL UNIVERSITY
FACULTY OF ENGINEERING & TECHNOLOGY
Diploma Engineering, Summer 2022-23 Examination

Semester: 2
Subject Code: 03601151
Subject Name: Communication Skills

Date: 25/05/2023
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.

Q.1 Answer the following questions. [Any Eight] (16)

1. Differentiate between Listening and Hearing.
2. Mention any four types of communication.
3. Write any four advantages of oral communication.
4. What does body language include?
5. What is the importance of communication?
6. Name physical barriers to communication.
7. What is a grapevine communication?
8. Name two signs of visual communication.
9. Give two importance of horizontal communication.
10. Differentiate between upward and downward communication.

Q.2 [A] Do as Directed. [ANY FOUR] (04)

- | | |
|-------------|------------------------------|
| 1. Beauty | [change noun into adjective] |
| 2. Donate | [change verb into noun] |
| 3. Save | [change verb into adjective] |
| 4. Actively | [change adverb into verb] |

OR**[A] Identify the parts of speech [Any four] (04)**

- 1) The lady gave a toy to the baby.
- 2) The king was a rich man.
- 3) He gets up early in the morning.
- 4) I return home at 8 PM.
- 5) Dev runs fast.

[B] Match the following idioms with their meanings. (04)

- | | |
|-------------------------|-------------------------------------|
| 1. Pig headed | [a] a treacherous person |
| 2. A snake in the grass | [b] Obstinate or Stubborn |
| 3. A white elephant | [c] uncomfortable surroundings |
| 4. A fish out of water | [d] very costly but not very useful |

OR**[B] Give the meanings of following idioms. (04)**

- 1) Piece of cake
- 2) Hard nut to crack
- 3) Smell the rat
- 4) An apple of one's eye

[C] Match the following Antonyms. (05)

- | | |
|------------|--------------|
| 1) Deep | (a) flexible |
| 2) Victory | (b) Sorrow |
| 3) Top | (c) Shallow |
| 4) Joy | (d) Defeat |
| 5) Rigid | (e) Bottom |

OR

[C] Give Antonyms of followings. (05)

- 1) Civilized
- 2) Broad
- 3) Dead
- 4) Curable
- 5) Weak

[D] Give Synonyms of followings. (05)

- 1) Trait
- 2) To pester
- 3) To assemble
- 4) Tidy
- 5) Alms

OR

[D] Choose the synonyms for underline words from the bracket. (05)

- 1) There is only one vacant seat. [Clean, empty, vast]
- 2) Don't litter the piece of papers on the floor. [Scatter, put, throw]
- 3) I don't want to disclose the truth. [Hide, conceal, reveal]
- 4) Your words always baffle me. [Save, confuse, bore]
- 5) He commenced a small business in 1980. [Started, stopped, joined]

Q.3 [A] Write a circular for 'NO SMOKING'. (04)

OR

[A] You have taken part in the audition of a singing competition recently and got Selected. Write a telegram to your father stating him of this opportunity. (04)

[B] You are Ronak Sharma, the chairperson of the college. Your college is going to organize a dance competition. Draft a notice. (04)

OR

[B] Write a report on "Teacher's Day" celebrated in your college. (04)

[C] State whether true or false. (05)

1. Minutes are the accurate written record of meetings.
2. The agenda is usually prepared by the Secretary and Chairperson.
3. Audio communication sends message to a very large number of people.
4. Upward communication moves from the superiors to the subordinate staff.
5. The grapevine is very slow channel.

[D] Translate the following words into Hindi. (05)

- 1) Profit
- 2) Communication
- 3) Obstacle
- 4) Resign
- 5) Resources

OR

[D] Translate the following words into Hindi. (05)

- 1) Observation
- 2) Charity
- 3) Growth
- 4) Career
- 5) Profession

Q.4 [A] Write a letter to Techno soft Industries to complain about defective Computers are received by you. **(04)**

[B] Answer the following questions. **(05)**

- 1 What was Uncle Podger hanging?
2. Name the person who explained that plants also suffer pain like us.
3. Who founded Azad Hind Fauj?
4. What had the photographer done with the author's eyes?
5. "You give me your blood and I will give you Independence."
Who said this?

[C] Answer the following questions. **(04)**

- 1) Who has written "a pair of Mustachios?"
- 2) Who was the tenth guru of Sikh dharma?
- 3) Name the person who explained that plants also suffer pain like us.
- 4) You give me your blood and I will give you Independence." Who said this?

[D] Write a paragraph on current social problems. **(05)**

OR

Write a paragraph on usage of Modern Technology. **(05)**