

B.E. Sixth Semester (Mechanical Engineering) (CGS)
10865 : Communication Skills :
6 ME 06 / 6 XT 6 / 6 XN 6 / 6 IE 6 / 6 TX 6 / 6 BM 6

P. Pages : 3

Time : Two Hours



AU - 2747

Max. Marks : 40

- Notes :
1. All question carry marks as indicated.
 2. Due credit will be given to neatness and adequate dimensions.
 3. Illustrate your answer necessary with the help of neat sketches.
 4. Use of pen Blue/Black ink/refill only for writing the answer book.

1. a) Read the following passage and answer the questions given below:-

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What needs to be set right is our approach to work. It is a common right in our country of employees reporting to duty on time and at the same time doing little work. If an assessment is made of time they spent in gossiping, drinking tea, eating "pan" and smoking cigarettes, it will be shocking to know that the time devoted to actual work is negligible. The problem is the standard which the leadership in administration sets for the staff. Forget the ministers because they mix politics and administration. What do top bureaucrats do? What do the below down officials do? The administration set up remains weak mainly because the employees do not have the right example to follow and they are more concerned about being in the good books of the bosses than doing work.

Questions:

- i) The employees in our country.
 - a) Are quite punctual but not duty conscious
 - b) Are not punctual
 - c) Are some what lazy but good natured
 - d) Are not very highly qualified
- ii) According to the writer, the administration in India.
 - a) Is by and large effective
 - b) Is very strict and firm
 - c) Is affected by red tape
 - d) Is more or less ineffective
- iii) The word "assessment" means
 - a) Enquiry
 - b) Report
 - c) Evaluation
 - d) Summary
- iv) The leadership in administration
 - a) Sets the fine example to the employees
 - b) Is of a reasonably high standard
 - c) Is composed of idealists
 - d) Is of a very poor standard
- v) The central idea of passage could be best expressed by the following.
 - a) The employee outlook towards work is justified
 - b) The employee must change their outlook towards work
 - c) The employees would never change their work culture
 - d) The employer-employee relationship is far from healthy

b) Rearrange the following words/Phrases to form meaningful sentences.

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- i) love / of others / good manners / and / win the / respect
- ii) in / we / of / science / the age / live
- iii) gift by / dad was / offered / the firm / a free
- iv) during / the shed / the storm / was damaged
- v) the world / coffee is / in many / very / parts of / popular

c) Write antonym of :-

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i) Myth -

- | | |
|--------------|----------|
| a) Anecdote | b) Fact |
| c) Falsehood | d) Story |

ii) Minor -

- | | |
|----------|----------|
| a) Big | b) Tall |
| c) Major | d) Heavy |

2. a) Read the following passage and answer the questions given below:

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Mahatma Gandhi believed that industrialization was no answer to the problems that plague the mass of India's poor and that villagers should be taught to be self-sufficient in food, weave their own cloth from cotton and eschew the glittering prizes that the 20th century so temptingly offers. Such an idyllic and rural paradise did not appear to those who inherited the reins of political power.

Questions:

i) The meaning of 'glittering prizes that the 20th century so temptingly offers is

- a) Pursuit of a commercialized material culture
- b) Replacement of rural by urban interests
- c) Complete removal of poverty
- d) Absence of violence and corruption

ii) The basis of 'an idyllic and rural paradise' is

- a) Rapid industrialization of villages
- b) Self-sufficiency in food, clothes and simplicity of the life style
- c) Bringing to the villages the glittering prizes of the 20th century
- d) Supporting those holding powerful political positions

iii) Which one of the following best illustrates the relationship between the phrases:-

- 1) 'Eschew the glittering prizes' and
- 2) 'Idyllic and rural paradise'?
- a) Unless you do (1) you cannot have (2)
- b) (1) and (2) are identical in meaning
- c) First of all you must have (2) in order to do (1)
- d) The meaning of (1) is directly opposite to (2)

iv) Mahatma Gandhi's views opposed industrialization of villages because.

- a) It would help the poor not the rich
- b) It would take away the skills of villagers
- c) It would affect the culture of the Indians
- d) It would undermine self-sufficiency and destroy the beauty of life of the villager

v) Mahatma Gandhi's dream of 'an idyllic and rural paradise' was not shared by

- a) Those who did not believe in the industrialization of the country
- b) Those who called him a father of nation
- c) Those who inherited political powers after independence
- d) Those who believed that villages should be self-sufficient in food and cloth

- b) Rearrange the following words / phrases to form meaningful sentences 5
i) were / together / they / happily / living
ii) a third / the father / of his property / him / gave
iii) a dark coat / she was / a blue scarf / wearing / and
iv) tried to / too late / but it was / James / stop
v) must / turn off / when / the lights / you / you leave
- c) Write antonym of 2
i) Abolished
a) Continued b) Established
c) Encouraged d) Revived
ii) Doubtful
a) Famous b) Certain
c) Fixed d) Important
3. a) How will you prepare and make use of – 6
i) Multiple line graph. ii) Organization chart.
b) Discuss the importance of communication skills. 4
c) How will you organize your text into effective paragraphs? Explain? 4
- OR**
4. a) Write short notes on:- <http://www.sgbauonline.com> 6
i) Technology Aided Communication. ii) Face to face communication.
b) Explain various barriers which hinder a successful communication. 4
c) Discuss the process of communication. 4
5. a) Write short notes on:- 6
i) Advertising ii) Business correspondence
b) How will you prepare yourself for personal Interview? 4
c) What is 'Agenda' and 'Minutes'? Discuss its importance for a meeting. 4
- OR**
6. a) Discuss the types of Verbal Communication. 4
b) Discuss various types of written communication? 4
c) As a fresh graduate in engineering you have decided to establish a manufacturing unit in your town. You wish to avail of the loan facility under the self-employment scheme. Draft a proposal for the manufacture of an item of your choice, seeking loan from the ministry of commerce and Industry Government, of India. 6
