PRN:		Course Code :	UCM002

First Year **B. Tech. (TECH.)** RE-End Semester Examination Summer 2024

English & Communication Skills

Day and Date: Thursday, 06/05/24 Max Marks: **100**

Time : 10.30 am to 1.30 PM Duration: **03**hrs.

Instructions: All questions are compulsory.

		Marks	Bloom's Level	CO
Q.1	**Attempt the following**			
a)	State different networks of communication.	08	1	1
b)	Discuss the process of communication in detail with diagram.	08	1	1
c)	Discuss verbal communication with its advantages and disadvantages.	09	1	1
	or			
d)	Discuss the barriers to communication and different ways to overcome these barriers.	09	1	1
Q.2	**Attempt the following**			
a)	**Answer the short questions. (2x4)** i. Active voice and Passive voice ii. Prefix and Suffix iii. Direct and Indirect Speech iv. Free morpheme and bound morpheme	08	2	2
b)	i. Do the morphological analysis of the following words. **(Any four)** unhappily, unemployment, immature, musical, wonderful ii. Fill in the blanks with the simple present or present continuous forms of the verbs given below: a. Madhav rarely.....Hindi movies, but today he .....one. (watch, watch) b. Suresh is unable go to college now as it.....(rain) iii. Fill in the blanks with present perfect or past simple forms of verbs given in the bracket: a. Sita cannot go out because she.....her work. (not finish) b. Mr. Sharma.....several novels. (write)	08	2	2
c)	**Do as directed.** i. Write synonyms of the following: **huge, humble** ii. Write Antonyms of the following: **Create, entrance** iii. Use the correct article in the following sentence: Suresh witnessed..... accident this morning. iv. Choose the correct form of the verb that agrees with the subject: Neither Suresh nor Mahesh (know, knows) how to play chess. v. Find out the classes of the following underlined words: The chief minister has cancelled the meeting.	09	2	2

SANJAY GHODAWAT UNIVERSITY, KOLHAPUR
SGU Library Copy
LIBRARY

Backlog

vi. Choose the appropriate word to fill in the blanks:
Neeta didn't .....this from him. (expect, except)

vii. Make it negative.
You should come early for the meeting.

viii. Choose the correct phrasal verb from the parenthesis at the end of the sentence.
To _____ on time for exam is very important.
(show up / show off)

ix. Add prefixes to the following words to make them antonyms: **(Any one)**
moral, responsible

or

d) **Do as directed.** 09 2 02

i. Fill in the blanks with Appropriate Preposition:
Mitali will have completed her task.....Saturday. (till/by)

ii. Change the voice of the following sentences:
a. Open the window.
b. The Principal can cancel the order.

ii. Rewrite the following sentences into Indirect Speech:
a. Sita said, "I am going to Mumbai."
b. Meera said to me, "Did you see my sister in the house?"

iv. Identify and correct the errors in the following sentence:
A employee is a asset for any organization.

v. iii. Choose the appropriate word to fill in the blanks:
Their ___took them through the Alps and then on to Italy.
(root/route)

vi. Akash had lived here since 1978.
(Change into Present Perfect Continuous)

vii. Identify the time in the given sentence:
Neha is going to appear for the ESE exam.

Q.3 **Attempt the following**

a) What are the different types and techniques of public speaking? 08 1 3

b) What are the different interview skills? Discuss. 08 1 3

c) State different elements of presentation skills. 09 2 3

or

d) Explain the process of listening and the barriers to effective listening. 09 1 3

Q.4 **Attempt the following**

a) What are the types of reading? Explain. 08 1 3

b) Discuss SQ3R method in detail. 08 1 4

c) 'Wanted a Project Manager for a large business house. The candidate should be a graduate with a minimum experience of two years in the same field. Must possess excellent communication skills and be willing to travel extensively. Attractive salary with perks offered to the right candidates. 09 4 4

Write to The General Manager, The Cognizant, Rajiv Gandhi InfoTech Park, Hinjewadi, Pune - 411057 (Near MIDC Hinjewadi).' Write an application letter for the above given post and attach your resume.

or

d)	Imagine that you are the secretary of the Management Committee of a Department Store. Draft a notice for a meeting which is being convened to discuss the measures to overcome financial crisis. The meeting is also likely to take up the issues of disciplinary action against some employees and the opening of branches. Also prepare the agenda and minutes of the meeting.	09	4	4

*****

Backlog

SANJAY GHODAWAT UNIVERSITY, KOLHAPUR
SGU Library Copy
LIBRARY