

Total No of printed pages= 3

BMD 161101

Roll No. of candidate

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2017
B. Des. 1st Semester End-Term Examination
(Old Regulation)

COMMUNICATION SKILLS

Full Marks – 100

Time – Three hours

The figures in the margin indicate full marks for the questions

All questions are compulsory

1. Rewrite the following sentences with the clues given 1x5=5
 - a) The old man died in the village where he was born
.....native village.
 - b) He stated his innocence
.....innocent
 - c) He has grown rich He wants more money
In spite of
 - d) My best friend always gave good advice on how to lead my life
(use the verb form of 'advice')
My best friend always
 - e) As soon as Caesar put on the crown, he was stabbed by Cassius
No sooner
2. Rewrite the following sentences to make more effective (change the order) 1x5=5
 - a) Mohan's mother serves always an excellent dinner
 - b) They decided if they were too late for the train, to go home by bus
 - c) Most of us have had experiences as harrowing as this one, to some extent at least
 - d) They have been studying at home hard all the day
 - e) Prince watched the approaching officer, whistling to keep up this courage
3. Identify the roots/stems, prefixes and suffixes of the following words: 1x6=6
 - a) Compilation
 - b) Ungentlemanliness
 - c) Slowly

P.T.O

- d) Indefinable
- e) Telecommunication
- f) Re-evaluation

4 Write the correct form of the verbs:

1x8=8

- a) (you write) that letter yet?
-Yes, I (post) it last night.
- b) He (be) very thin, but now he (grow) quite fat.
- c) If I (have) enough money, I'd buy a Picasso.
- d) You (not like) it if someone spoke to you like that
- e) By this time next week we (finish) all our exams. and we lie on the bed watching football match.

5 Fill each gap with one suitable word

6

My flatmate is a very difficult person to live with. He.....his things lying all over the place - he never.....anything away. His room's always in a terribleHe wastes electricity too. He always forgets to switch the light.....when he goes out of the room, and when he washes up he leaves the hot running and uses..... all the water.

6 Fill the gaps with the correct Past forms of verbs in the box. Choose between active and passive.

12

Hit	steal	release	meet
Offer	rob	catch	arrest
Escape	chase	begin	kill

Clyde Barrow's life of crimein December 1926, when he..... some Christmas Turkeys from a farm. He.....by the police, but hesoon afterwards, because he was only 16 years old.

He.....Bonnie Parker in 1930. Together they..... a large number of shops and banks. Innocent people (often) in these robberies. Large rewards.....for their capture, and they from State to State by hundreds of police, but they (always).....

Eventually, in 1934, Bonnie and Clyde.....in a police ambush. Their car..... by a hail of bullets, and they

P.T.O

7. Human Communication takes place at different levels. How can you distinguish between intrapersonal and interpersonal communication? 6
8. State whether the following statements are true or false. Justify your answer in 100 words each. 3x4=12
- a. Oral communication is more advantageous than written communication as you can clarify your point after observing the response of the receiver
 - b. Technical knowledge, even without communication skills, can make you a successful manager
 - c. A group discussion is a potential evaluation tool for assessing a person's attitude
 - d. Non- verbal communication plays an important role in a GD
9. Explain the following terms: 5x3=15
- a. Kinesics
 - b. Proxemics
 - c. Resume/CV
10. (a) Write about the importance of Report Writing and the features of a good Business Report. 10
- (b) Write a job application letter along with your Resume for the post of Production Manager to *The Managing Director of Bharat Fertilizers Ltd. Tolstoy Marg, New Delhi-110001.* 15
