

Total number of printed pages-8

53 (HU 101) CMSK

2016

COMMUNICATION SKILLS

Paper : HU 101

Full Marks : 100

Time : Three hours

The figures in the margin indicate full marks for the questions.

Answer **any five** questions.

1. (a) Complete the following conversation with the help of suitable modals (auxiliaries) : $1 \times 6 = 6$
- Mother : Tina ! You have to go to the doctor.
- Tina : Why ? Mummy I go some other time.
- I complete my homework first.
- Then I think of other things.
- Mother : Tina, you to obey me. Right !
- Tina : Alright mom ! your wish is my command
- Mother : I say that you are a good girl as you obey me.

Contd.

(b) Change the word class of the following words by adding appropriate suffixes :

1×4=4

(i) Construct (make it noun)

(ii) Beauty (make it adjective)

(iii) Broad (make it verb)

(iv) Nice (make it adverb)

(c) Fill in the blanks with appropriate verbs in such a manner that the verb is in agreement with the subject. 6

Once upon a time, Kings or Queens _____ sworn in with a great deal of pomp and ceremony. In that sense, US President-elect Barack Obama's inauguration in January _____ harked back memory of those times. Obama's swearing in _____ brought millions of people to Washington to celebrate the new American President. What _____ remarkable _____ the number of people who _____ expected to brave the inhospitable Washington weather to stand in long queues and listen to the President.

(d) Transform the following sentences with given clues : $1 \times 4 = 4$

(i) She had no money to give to the beggar. She had no money ; therefore,

(ii) We have helped the victims with food as well as money.

Not only

(iii) Can money buy you happiness ? Money cannot

(iv) Alice said she couldn't see into the looking glass
Alice said, "I"

2. (a) Frame meaningful sentences with the following phrasal verbs : $2 \times 4 = 8$

(i) carry on

(ii) bring forward

(iii) put across

(iv) Make over

(b) Change the word order in the following sentences and rewrite them so as to make them more effective : $2 \times 3 = 6$

(i) Mohan's mother serves always an excellent dinner.

(ii) The mountaineers, after many adventures and much suffering succeeded in their attempt.

(iii) He believed firmly that he was not responsible for the job.

(c) Change the following sentences into passive voice : 2×3=6

(i) They showed a video of "The Incredibles".

(ii) He described the scenario to me.

(iii) When I was young my uncle looked after me.

3. Read the passage carefully and then respond to the questions. Explain your answers by referencing the text.

Passage 1

Mr. Johnson looked up at the sky. It was clear as far as the eye could see, except for the cruel sun. The insatiable sun drained the land of all moisture. He cursed the sun. Mr Johnson ran his fingers through one of the rows of dirt and grabbed a handful. It was bone dry, almost powdery. He left the

dirt sift through his fingers and it turned to dust in the wind. Mr Johnson put his hands on his hips and surveyed the field. It was well seeded that he knew. He had seeded it himself, yet nothing sprang from the dirt. "Well, there's only one thing left to do," he said to himself. Mr Johnson headed to church.

- (i) What does Mr. Johnson do for a living ?
(How do you know this ?) 2
- (ii) Why is Mr Johnson cursing the sun ?
(How do you know this ?) 3
- (iii) Why does Mr Johnson go to church at the end of the passage ? (How do you know this ?) 3
- (iv) What problem is Mr. Johnson going through in this passage ? 4
- (v) What solution can you suggest to solve Mr. Johnson's problems ? 4
- (vi) How was Mr. Johnson surveying the field ? Describe in your own words. 4

4. (a) Write an essay on **any one** of the following topics within **500 words**. 10

(i) Watching Television makes people smarter.

(ii) A scene at a concert.

(iii) Inventions and Discoveries.

(b) Write a paragraph on **any two** of the following topics (**150 words**). 5+5=10

(i) What is the bravest thing you have ever done ?

(ii) Words that stung.

(iii) A wrong choice.

5. (a) What is the difference between CV, Resume, Biodata and a profile ? 10

(b) Write a letter of application in response to the following advertisement. Enclose a Resume with the same.

We require young and dynamic candidate with brilliant academic record for our management trainee scheme. Selected candidates will be trained for

two years in accounts, purchase, administration and technical functions. On successful completion of training they will be absorbed in a suitable scale on our management cadre and posted to our units in Goa, Bangalore and Chennai. During training, they will be paid a fixed stipend of Rs 4000/-pm. Applicants must be first class graduate in arts, commerce, science or engineering, and possess qualities of leadership. Age not more than 23 years. Apply within 15 days to Kasliwal Engineering Works Ltd., 43/47, Nevada Street Fort. Mumbai 600001.

5+5=10

6. (a) State whether the following statements are true or false. Justify your answer in about **100** words. 5×3=15

(i) Technical knowledge, even without communication skills, can make you a successful manager.

(ii) Proxemics play a prominent role in communication.

(iii) Your success in a GD is decided by the number of times you speak.

(b) Nonverbal communication plays a very significant role in effectiveness of interaction. Explain. 5

7. (a) 'A barrier acts like a sieve, allowing only a part of the message to filter through ; as a result, the desired response is not achieved'. 5+5=10

Keeping in mind the above statement, mention the various types of interpersonal barriers which hinder the communication process. Substantiate your answer with suitable examples.

(b) Give the phonetic transcription of the following words : 2×5=10

find, chapter, earth, close, pleasure.