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53 (HU 101) COSK

2015

COMMUNICATION SKILLS

Paper : HU 101

Full Marks : 100

Time : Three hours

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

1. Read the passage carefully and answer the following questions :

Archeology is a source of history, not just a humble auxiliary discipline. Archeological data are historical documents in their own right, not mere illustrations to written texts. Just as much as any historian and archeologist studies and tries to reconstitute the process that has created the human world in which we live and ourselves in so far as we are each creatures of our age and social environment. Archeological data are all changes in the material world resulting from human action or more succinctly the

Contd.

fossilized results of human behaviour. The sum total of these constitute what may be called the archeological record. This record exhibits certain peculiarities and deficiencies the consequences of which produce a rather superficial contrast between archeological history and the more familiar kind based upon written records.

Not all human behaviour fossilizes. The words I utter and you hear as vibrations in the air are certainly human changes in the material world and may be of great historical significance. Yet they leave no sort of trace in the archeological records unless they are captured by a dictaphone or written down by a clerk. The movement of troops on the battlefield may "change the course of history", but this is equally ephemeral from the archeologists standpoint. What is perhaps worse, most organic materials are perishable. Everything made of wood, hide, wool, linen, grass, hair and similar materials will decay and vanish in dust in a few years or centuries, save under very exceptional conditions. In a relatively brief period the archeological record is reduced to mere scraps of stone, bone, glass, metal, and earthenware. Still modern archeology, by applying appropriate techniques and comparative methods aided by a few hecky finds from peat bogs, deserts

and frozen soils is able to fill up a good deal of the gap.

(Each question carries **one** mark) $1 \times 5 = 5$

(i) What is the author's main purpose in the passage ?

(A) To point out the importance of recent advances in archeology.

(B) To describe an archeologist's education.

(C) To explain how archeology is a source of history.

(D) To encourage more people to become archeologists.

(ii) According to the passage the archeological record consists of —

(A) historical words of great significance

(B) the fossilized results of human activity

(C) organic material

(D) ephemeral ideas

- (iii) Which of the following is NOT mentioned as an example of an organic material ?
- (A) Stone
 - (B) Wool
 - (C) Grass
 - (D) Hair
- (iv) The author mentions all of the following archeological discovery sites EXCEPT
- (A) urban areas
 - (B) peat bogs
 - (C) very hot and dry lands
 - (D) earth that has been frozen
- (v) The paragraph following the passage most probably discusses
- (A) techniques for recording oral histories
 - (B) certain battlefield excavation methods
 - (C) some specific archeological discoveries
 - (D) building materials of the nineteenth and twentieth centuries.

2. 'There are five important questions in understanding the process of communication : Who says what to whom through which channels, and with what effect'. Explain the process of communication in the light of this statement. 10

3. (i) Transcribe the following words phonemically : taste, bird, action, chair, national. 2×5=10

(ii) Give the IPA symbols of the consonant sounds represented by the underlined letters in the following words : 1×5=5

(a) life

(b) thank

(c) child

(d) cat

(e) then

(iii) Tick the words in which a diphthong is used : 5

tenth, phone, caught, heart, grow, tree, now, earth, ice.

4. Correct the tenses of following verbs given in the brackets : 1×5=5

- (a) He speaks as the one who (know).
- (b) I forgive you since you (repent).
- (c) He came sooner than we (expect).
- (d) She told me that she (be/have) come.
- (e) He walked as though he (be) slightly lame.

5. Transform the following sentences with the hints given : 1×5=5

- (a) As soon as Caesar put on the crown, he was stabbed by Cassius.
No sooner.....
- (b) Besides having a pretty wife, he also has a good job.
Not only.....
- (c) How beautiful is the moonlight night!
The moonlight.....
- (d) As the weather was fine, we went out for a picnic.
The weather being

(e) My husband has stopped smoking.
The doctor has asked him to do so.
My husband has stopped.....

6. Give the meaning of the following words and frame a meaningful sentence with each one of these : **(any five)** 2×5=10

(a) elicit (b) loose (c) sole

(d) suit (e) cease (f) foul

(g) patrol

7. (i) Mention the elements of an official letter. 5

(ii) Write a reply letter to 'Binapani Book Supply Co.' New Delhi for non-execution of order. 10

8. Prepare a resume to apply for a job for the post of executive engineer. 10

9. What are the various purposes for which group discussion is held? 10

10. What are the important elements which must appear in the structure of every report? Explain why they are important.

10
