

JANUARY 2025

COMMUNICATION SKILLS IN ENGLISH

Time Allowed: 3 Hours

Full Marks: 60

Answer to Question No. 1 of Group A must be written in the main answer script. In Question No. 1, out of 2 marks for each MCQ, 1 mark is allotted for the right answer and 1 mark is allotted for the correct explanation of the answer.

Answer any Five (05) Questions from Group-B.

GROUP-A

I. Choose the correct answer from the given alternatives (any ten) and give correct explanation for the answer:

I. Communication is a _____.
a) one-way process b) two-way process c) both d) None of them 2×10

II. _____ means the position in which you hold your body when standing or sitting.
a) Gestures b) Postures c) Paralanguage d) Proxemics

III. Message is a signal that triggers the signal of a _____.
a) sender b) receiver c) mailman d) all of the above

IV. If feedback is absent then it will lead to _____.
a) Mistrust b) Communication Barrier c) Interference d) None of the above

V. In the process of Communication, 'Encoding' means
a) using symbols to express an idea b) interpreting a message c) creating noise in the communication
d) discovering the meaning of the message.

VI. A formal way to say in an email 'we are thinking about' doing something, is
a) which we hope you could answer b) could you also please confirm c) we are considering d) none of the above

VII. Which of these is not a soft skill?

- a) Flexibility b) Honesty c) Data analysis d) Leadership

VIII. What would be the best definition of a hard skill?

- a) Technical skills b) Social skills c) Subjective skills d) Intangible skills

IX. Failing to manage your time can lead to

- a) Less stress b) Missed deadlines c) Greater productivity d) Better efficiency

X. Emotional Intelligence is _____

- a) being smart about emotional situations b) the ability to understand, use, and manage our emotions.
c) never getting angry d) to sustain in challenging situations

XI. Which of the following should NOT be included in an application letter?

- a) Reason for the position b) Qualifications c) Your problems with previous employers d) Hobbies

XII. "Two girls talking over a phone" – is an example of....

- a) interpersonal communication b) written communication c) small group communication d) public communication

XIII. _____ one of them has been called.

- a. Each b) Every c) Many d) Much

Change the voice of the following sentences

XIV. Our task had been completed before time.

XV. I am doing sums.

GROUP-B

Answer any Five (05) questions.

2. Write short notes on any two of the following with examples.

- a. Soft skills
b. Motivation
c. Stress management
d. Problem-solving skills

3. a. Illustrate the process of communication.

b. What are the 7Cs of communication? Mention the components of 7Cs.

4+4

4. Read the following and answer the questions given below:

1x8=8

Technical education is instrumental in making a remarkable contribution to the development of a nation by creating skilled manpower, enhancing productivity, and improving quality of life. The main objective of technical education is to prepare an individual for employment and business through the acquisition of knowledge and skills. In the current state of science and technology, the formation of competent and qualified workers according to the needs of society and industry is absolutely essential. The rapid industrialization of any country is attributable to the successful implementation of technical education. It provides a systematic mechanism for individuals to get practical experience in generating commodities and services, which are required for the growth of any nation. India has established vast infrastructural facilities with regard to technical education. This has provided the country with a niche advantage in the globalized economic environment. In India, Technical education is imparted at various levels such as: diploma, and degree, post-graduate, and research in specialized fields, catering to various aspects of technological development and economic progress.

- a. How can technical education contribute to the development of a nation?
- b. What is the main objective of technical education?
- c. What happens if technical education is implemented successfully?

- d. What does systemic mechanism refer to?
- e. Narrate how India has gained an advantage in a globalized economic context.
- f. List the various levels of technical education offered in India.
- g. Find the synonym from the paragraph that means "skilled".
- h. Select a suitable title for the given text.

5. Express the following text in note form:

8

A website can be identified by a common domain name and it is also considered as the collection of the webpages. The published pages belong to one server. The websites can provide us with all the necessary information needed for people across the globe within seconds. The major websites are google.com, wikipedia.org, Entri.com, etc. All the websites which are publicly accessible together comprise the World Wide Web. The private networks can access private websites. The company's internal websites are an example of a private network. The website usually has a purpose and must be working on a particular