

## AMIETE – ET/CS/IT (NEW SCHEME) – Code: AE99/AC99/AT99

### Subject: COMMUNICATION SKILLS & TECHNICAL WRITING

**JUNE 2009**

Time: 3 Hours

Max. Marks: 70

**NOTE: There are 9 Questions in all.**

- Question 1 is compulsory and carries 20 marks. Answer to Q. 1. must be written in the space provided for it in the answer book supplied and nowhere else.
- Out of the remaining EIGHT Questions answer any FIVE Questions. Each question carries 10 marks.
- Any required data not explicitly given, may be suitably assumed and stated.

**Q.1 Choose the appropriate alternative in the following: (2×10)**

a. The term communication is concerned with -----

- (A) the ways we make known to others our opinions, feelings, information etc.  
 (B) a group of people living in one place.  
 (C) persuading others to accept your viewpoint.  
 (D) transmission of a message.

b. The crowd ----- deeply affected.

- (A) was (B) were  
 (C) has (D) had

c. In sentences transforming from Direct to Indirect speech, the reporting verb and reported speech are joined by -----

- (A) then (B) than  
 (C) that (D) this

d. One who offers his services is a -----

- (A) serviceman (B) volunteer  
 (C) helper (D) philanthropist

e. The synonym of 'rapidly' is -----

- (A) unrapidly (B) slowly  
 (C) quickly (D) gradually

f. The antonym of 'include' is -----

- (A) uninclude (B) gather  
 (C) assemble (D) exclude

g. The preface of a report is written by -----

- (A) the MD of the company                      (B) the author  
(C) the publisher                                      (D) the printer

h. Comment on a communication by the sender is called -----

- (A) the feedback                                      (B) downward communication  
(C) upward communication                      (D) successful communication

i. The style of telling a story comes under -----

- (A) Descriptive writing                              (B) Explanatory writing  
(C) Journalistic writing                              (D) Narrative writing

j. Hearing without grasping is known as -----

- (A) Marginal listening                              (B) Passive listening  
(C) Active listening                                      (D) Projective listening

**Answer any FIVE Questions out of EIGHT Questions.**

**Each question carries 10 marks.**

**Q.2** a. What are the parameters of effective communication? Write short notes on any two of them. (6)

b. What are the main barriers to communication? (4)

**Q.3** a. Do as directed: (5)

(i) He said to me, "where are you going?"(Change to Indirect Narration)

(ii) He bade good-bye to his friend. (Change to Direct Narration)

(iii)Your good result has not surprised us. (Change to Passive Voice)

(iv) We need not

disbelieve his words. (Change to Complex sentence)

(v) He tried all the plans. (Change to Negative sentence)

b. Given below are five sentences which are either incorrect or jumbled. Write the correct sentences. (5)

(i) Five million rupees are large sums.

(ii) This is one of the most interesting novels that has appeared this year.

(iii)The details are the matters for future considerations.

(iv) The fire was put out before any serious damage was done by the firemen.

(v) Either you may go or stay.

**Q.4** a. Read the passage below carefully and answer the questions that follow.

‘Since its birth in the middle of the nineteenth century, the women’s rights movement has taken root and spread throughout the world. In many countries women have fought for the right to vote, the right to work, the right to be educated to the limit of their capacities, the right to own and dispose of property and for equal rights within marriage. The cause has penetrated world governments via the United Nations which in 1946 set up a special commission to study the worldwide status of women and make recommendations to the Social and Economic

Council on ways of improving it. UNESCO too assists in the advancement of women by seeking to involve them in educational and cultural programmes.

In addition, a multitude of women's organizations exist in individual countries to further, at national and international levels, the eradication of remaining areas of discrimination. Through their affiliation with international feminist bodies, they are in touch with women's activities and achievements in all parts of the world.

However, with half the world's population still illiterate – most of them women– there is great disparity in what has been and has still to be achieved. At one end of the scale, women's rights workers are still pressing for elementary education; at the other, for the removal of early 'protective' legislation which is now felt to be discriminatory because it denied women certain freedoms: for example, the right to do night work if they so choose. Nevertheless, despite the fact that the women's movement has progressed unevenly and with varying success, women in general are emerging from 'chattelism' and are beginning to take their place beside men as free and equal citizens?

### Questions

- (i) What is the women's rights movement?
- (ii) Why has the movement not been completely successful?
- (iii) Why is there a demand to abolish legislation which was earlier considered 'protective.'?

(3×2)

b. What are the points that should be kept in mind while writing a job application? (4)

**Q.5** a. Write a paragraph of approximately 100 words on 'reasons why hobbies are important' ? (6)

b. What are the points that need to be kept in mind while writing a resume? (4)

**Q.6** a. What are the barriers to listening? Write short notes on each of them. (6)

b. What are Hard skills of two-way communication? (4)

**Q.7** a. What are the main components of an effective speech? Give short description of each. (6)

b. What considerations are to be taken into account in the course of writing a report? (4)

**Q.8** a. What is the difference between a Foreword and a Preface? (4)

b. Name a few important objectives of Group Discussion. (6)

**Q.9** a. What points should be kept in mind while preparing for an interview? (6)

b. What are the various components of leadership skills? (4)