

GUJARAT TECHNOLOGICAL UNIVERSITY

DI/DA – SEMESTER – 1 (OLD) – EXAMINATION – Winter-2024

Subject Code: 4300002

Date: 02-01-2025

Subject Name: Communication Skills in English

Time: 10:30 AM TO 01:00 PM

Total Marks: 70

Instructions:

1. Attempt all questions.
2. Make Suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.
4. Use of simple calculators and non-programmable scientific calculators are permitted.
5. English version is authentic.

	Marks
Q.1 (a) Choose the correct option: (Any Three)	03
(1) SMCR Model of Communication was created by ____.	
A. Shannon-Weaver B. Samuel Martin	
C. David Berlo D. Chris Richardson	
(2) _____ is NOT a part of verbal communication.	
A. E-mail B. Gesture	
C. Report D. Document	
(3) Factors that influence communication negatively are called _____ to effective communication.	
A. Barriers B. Types	
C. Styles D. Channels	
(4) The response to a sender's message is called ____.	
A. Noise B. Barrier	
C. Source D. Feedback	
(b) Answer the following questions: (Any Four)	04
(1) How can you explain the term 'communication'?	
(2) What can you infer from the term 'encoding'?	
(3) How will you contrast 'verbal communication' and 'non-verbal communication'?	
(4) How would you summarise the term 'paralanguage'?	
(5) If a listener does not know/understand a speaker's language, what kind of barrier will it be called?	
(c) Answer the following questions: (Any Seven)	07
(1) What must the horse find 'queer'?	
(2) "He gives his harness bells a shake" – Who is 'he'?	
(3) What does Tagore suggest through the phrase "mind is without fear"?	
(4) Whom does Tagore address as 'my Father'?	
(5) What was the appointment made between Bob and Jimmy before twenty years?	
(6) Why was Bob under arrest?	
(7) What examples of nature can you find to justify 'The Leopard' as a nature-centric prose?	
(8) Why were the shikaris roaming in the forest?	
OR	
(c) Answer the following questions: (Any Seven)	07
(1) Which season is described in 'Stopping by Woods'?	
(2) Which promises does the poet talk about in 'Stopping by Woods on a Snowy Evening'?	

- (3) What does the poet mean by “*knowledge is free*”?
- (4) What is meant by “*narrow domestic walls*”?
- (5) How did Bob realise that the cop was not Jimmy?
- (6) What does the phrase ‘*guardian of peace*’ mean?
- (7) What was the author’s attitude towards man in ‘The Leopard’?
- (8) How was the ravine?

- Q.2 (a) Identify the sentence pattern: (Any Three) 03**
- (1) Sumit / is / happy.
 - (2) The monk / opened / his eyes.
 - (3) I / like / painting.
 - (4) Meena / sang / beautifully.
- (b) Fill in the blanks by using the appropriate Modal Auxiliary: (Any Four) 04**
- (1) Shyam ____ pay his college fees by tomorrow. (has to, could, may)
 - (2) We ____ respect the national flag. (can, must, may)
 - (3) I ____ prefer tea to coffee. (might, must, would)
 - (4) ____ you live long! (Must, May, Should)
 - (5) You ____ not waste your father’s money. (may, should, might)
- (c) Do as directed: (Any Seven) 07**
- (1) Vimal is a sincere student. (Identify ‘adjective’)
 - (2) Manish was ill yesterday, so he did not attend classes. (Identify ‘pronoun’)
 - (3) These fruits are fresh. (Identify ‘noun’)
 - (4) Asmita sings melodiously. (Identify ‘adverb’)
 - (5) Kandarp will undergo a surgery in the next month. (Identify ‘preposition’)
 - (6) Identify the sentence in present continuous tense – It rains. / It rained. / It is raining.
 - (7) The past participle tense form of ‘catch’ is _____. (caught, caught, catch)
 - (8) The word ‘will’ is placed before a verb in case of a sentence of ____ tense. (Simple Past, Simple Present, Simple Future)

OR

- Q.2 (a) Identify the sentence pattern: (Any Three) 03**
- (1) Shital / will write / a letter.
 - (2) Dr. Patel / treats / well.
 - (3) Richa / failed.
 - (4) Ankit / is / an engineer.
- (b) Fill in the blanks by using the appropriate Modal Auxiliary: (Any Four) 04**
- (1) Alpesh ____ exercise regularly to maintain his health and fitness. (could, would, should)
 - (2) The sky is dark. It ____ rain. (should, may, must)
 - (3) Priya told me that she ____ not attend the party. (would, may, should)
 - (4) If you try, you ____ learn English. (can, may, should)
 - (5) I am getting late, so I ____ go. (can, need to, could)
- (c) Do as directed: (Any Seven) 07**
- (1) Ravina lost her purse. (Identify ‘verb’)
 - (2) Alas! That great man is no more! (Identify ‘interjection’)
 - (3) The brave soldiers are protecting our country. (Identify ‘adjective’)
 - (4) You guided the team nicely. (Identify ‘adverb’)
 - (5) The bus will arrive at 6 pm. (Identify ‘preposition’)
 - (6) Identify the sentence in simple past tense. – The students will learn. / The students are learning. / The students learned.
 - (7) The past tense form of ‘eat’ is _____. (eats, ate, eaten)

(8) The past tense form of 'go' is _____. (goed, went, gone)

- Q. 3 (a)** Fill in the blanks by using a proper verb that agrees to the subject: (Any Three) **03**
- (1) Both Kiran and Kaushal ____ good students. (is, are)
 - (2) Your brother ____ done a great job. (have, has)
 - (3) Every man ____ to be happy. (wish, wishes)
 - (4) The Collector, along with the Additional Collector, ____ going to visit our Exhibition. (is, are)
- (b)** Fill in the blanks by using the appropriate form of the verb given in the bracket: (Any Four) **04**
- (1) Kartik ____ a new mobile on his last birthday. (buys, bought, will buy)
 - (2) The train ____ the platform now. (leaves, is leaving, was leaving)
 - (3) Sumit ____ for Pritesh since 4 pm. (will wait, has been waiting, is waiting)
 - (4) I ____ so many certificates during my college life. (have been received, have received, receive)
 - (5) Riya ____ already ____ to sell her car. (is decided, has decided, will decided)
- (c)** Do as directed: (Any Seven) **07**
- (1) policy/honesty/best/is/the (Form a correct sentence)
 - (2) You have just posted a photo. It is very nice. (Connect the two sentences with a suitable connector - 'which' / 'why' / 'who')
 - (3) I like all Apple gadgets, but I feel that ____ are a bit overpriced. (Use a suitable 'pronoun')
 - (4) When I was young, I ____ run very fast. (Use a suitable Modal Auxiliary indicating past ability)
 - (5) Why ____ you absent yesterday? (Use a suitable verb that agrees to the subject)
 - (6) We ____ the Taj Mahal in the next Diwali vacation. (Use a proper verb form of 'visit')
 - (7) Aakash ____ already ____ his notebook to the teacher. (Use a proper verb form of 'submit')
 - (8) The villain killed the hero. (Rewrite the sentence using Simple Future Tense)
- OR**
- Q. 3 (a)** Fill in the blanks by using a proper verb that agrees to the subject: (Any Three) **03**
- (1) Mukesh Ambani ____ in Mumbai. (live, lives)
 - (2) Either Sima or her parents ____ going to attend the party. (is, are)
 - (3) Five hundred rupees ____ a very small amount these days. (is, are)
 - (4) Neither he nor she ____ right. (is, are)
- (b)** Fill in the blanks by using the appropriate form of the verb given in the bracket: (Any Four) **04**
- (1) The moon ____ around the earth. (is revolve, revolves, had revolved)
 - (2) Hey, someone _ you. (will call, is calling, had called)
 - (3) Rasik ____ his house when I called him yesterday. (decorated, was decorating, will decorate)
 - (4) The Chief Minister ____ Surat tomorrow. (had visited, will visit, has visited)
 - (5) The thieves ____ before the police arrived. (escaped, were escaping,

- had escaped)
- (c) Do as directed: (Any Seven) 07
- (1) you/Parth/Does/know/? (Form a correct sentence.)
 - (2) She went to watch a movie. She was not prepared for her exam. (Use 'although')
 - (3) Before jumping ____ a pond, you should test the depth of the area. (Use a suitable 'preposition')
 - (4) ____ you speak German? (Use Modal Auxiliary indicating ability)
 - (5) A group of students ____ making a noise rightnow. (Use a suitable verb that agrees to the subject)
 - (6) Keep silence. The baby _____. (Use a proper verb form of 'sleep')
 - (7) Mehul ____ his grandparents every year. (Use a proper verb form of 'visit')
 - (8) The dogs bark. (Rewrite the statement using Past Continuous Tense.)
- Q. 4** (a) Write a short note: (Any One) 03
- (1) Shannon-Weaver model of communication
 - (2) Facial expressions and Eye contact
- (b) Choose the correct option: (Any Four) 04
- (1) The ____ visited the stream regularly.
A. tiger B. leopard C. forktail D. peahen
 - (2) Bob and Jimmy were raised in _____ just like two brothers, together.
A. Chicago B. New York C. Toronto D. Texas
 - (3) The poet described the woods as _____.
A. 'lovely, dark and deep'
B. 'dense, dangerous, difficult'
C. 'natural, attractive, enjoyable'
D. None of the above
 - (4) Reason is compared to a clear ____ by Tagore.
A. stream B. ocean C. mountain D. hill
 - (5) According to Tagore, human should work towards ____
A. happiness B. perfection C. beauty D. money
- (c) Write short notes: (Any Two) 07
- (1) The poet's dilemma and decision in 'Stopping by Woods on a Snowy Evening'
 - (2) The concept of 'heaven' as expressed
 - (3) The key message of 'The Leopard'
- OR
- Q. 4** (a) Write a short note: (Any One) 03
- (1) Need and Application of communication skills
 - (2) Barriers to communication
- (b) Choose the correct option: (Any Four) 04
- (1) The author clapped his hands when he saw the leopard for the first time, because _____.
A. he was excited
B. he wanted to frighten the leopard
C. the leopard looked wonderful
D. he wanted to give some courage to himself
 - (2) Bob and Jimmy had their last dinner together at a restaurant named _____.
A. Domino's B. Uncle Sam's
C. McDonald's D. Big Joe Brady's
 - (3) The owner of woods lives in the _____.
A. hotel B. woods C. village D. town

- (4) The woods are covered with ____.
 A. snow B. smoke C. fog D. lights
- (5) The poem 'Where the Mind is Without Fear' ends with the line: "...let my country ____".
 A. develop B. awake C. fear D. prosper

- (c) Write short notes: (Any Two) 07
- (1) The author's pain and concern in 'The Leopard'
- (2) Friendship Vs. Duty in 'After Twenty Years'
- (3) The central idea of 'Stopping by Woods on a Snowy Evening'

Q.5 (a) Choose the correct option: (Any Three) 03

- (1) If a person wants to know about various products and schemes offered by a merchant/company, he/she needs to write a/an _____.
 A. Complaint email B. Inquiry email
 C. Order email D. Adjustment email
- (2) _____ indicates other persons receiving the same mail with visible IDs.
 A. CC B. BCC C. PS D. Encl.
- (3) Catalogue is attached with _____.
 A. Permission email B. Inquiry email
 C. Reply to inquiry email D. None of these
- (4) In which part of a formal letter/email are the key point written? ____
 A. Heading B. Body
 C. Closing D. Complimentary close

(b) Do as directed: (Any One) 04

- (1) How would you explain the terms 'courtesy' and 'completeness' a letter/email?
- (2) Draft an application to your HOD requesting him to grant your medical leave for two weeks.

(c) Draft a letter: (Any One) 07

- (1) You are the Purchase Manager at Ashok Industries, Sanand. Draft a letter to SP Industries, Mumbai, placing an order for 10 pieces of 9 feet lathe machines, asking for the discount also.
- (2) Vipul Enterprise, Vapi has received a complaint from Riya Plastics, Rajkot regarding delay in delivery of water tanks. On behalf of Vipul Enterprise, draft a letter of Adjustment.

OR

Q.5 (a) Choose the correct option: (Any Three) 03

- (1) To add/include an important point at the end in the email/letter, _____ is used.
 A. Post Script B. Subject line
 C. Reference line D. Attention line
- (2) When can a buyer write a complaint email? _____.
 A. The goods arrive in a damaged condition
 B. The goods are different from the actual order.
 C. There is a mistake in bill.
 D. All of these
- (3) Give full form of C.W.O. _____.
 A. Cash with order B. Cash with office
 C. Copied work over D. None of these
- (4) Which of the following is an advantage of an e-mail?
 A. Desired length B. Ease of communication
 C. Lower cost D. All of these

(b) Do as directed: (Any One) 04

- (1) Summarise the terms 'Inside address' and 'Complimentary Close'.
 - (2) Draft an email to the Manager of GrowRich Bank, A.G. Road Branch, Delhi to complain about the disrespectful behavior of a staff at the bank.
- (c) Draft an email: (Any One)
- (1) An email of complaint on behalf of Suraj Sharma, who ordered a new laptop before ten days, but has yet not received it from the AtoZ Electronics.
 - (2) An email of inquiry regarding smartboards on behalf of Excellent Coaching Classes to Best Technologies.

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