



END Semester Examination

(ML-605) Communication Skills

Course: M.Tech

Branch: Town and Country Planning

Semester: Sem III

Year: 2014-2015

Max.Marks:40

Duration: 1.5 Hrs Time:- 10 am to 11.30am

Date:23/11/2014

Instructions:

MIS No.

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

1. Figures to the right indicate the full marks.
2. Mobile phones and programmable calculators are strictly prohibited.
3. Writing anything on question paper is not allowed.
4. Exchange/Sharing of anything like stationery, calculator is not allowed.
5. Assume suitable data if necessary.
6. Write your MIS Number on Question Paper

Q. 1) Write short notes on any FOUR of the following. (20)

- a. Hearing is a physical action and listening is a mental action.
- b. Importance of communication skills for engineers
- c. Differences between General English and Business English
- d. Word ambiguity and sentence ambiguity
- e. Importance of grammar and vocabulary in communication

Q. 2) Answer the following questions.

A) Each of the following sentences contains two errors. Correct the errors and rewrite the sentences. (5)

1. You all had a enjoyable day, isn't it?
2. Some time it is difficult to live a honest life.
3. One of the student was absent and did not give the test.
4. He is good in computer and more better in English.
5. "Where you are going?", one of the teacher asked.

B) In the following sentences, one word or a phrase is used wrongly. Choose the word that must be changed to make the sentence correct. Rewrite the correct sentences. (5)

1. The survey **suggested** that complementary medicine is **probably** a **better** term **then** alternative medicine.

- a) better b) then c) suggested d) probably

2. Small-scale business **training** and credit programs **has** become **more** common **throughout** the world.

- a) throughout b) more c) training d) has

3. We **have done** everything that **could** be **done** to avert the storm **which is** now coming on.

- a) which is b) have done c) done d) could

4. Small-scale business **training** and credit programmes **has** become **more** common **throughout** the world.

- a) throughout b) more c) training d) has

5. We **have done** everything that **could** be **done** to avert the storm **which is** now coming on.

- a) which is b) have done c) done d) could

Q. 3) Writing Task:

(10)

- Your company is considering appointing someone as your assistant. Your boss has asked you to write a short report on whether an assistant would be useful for you.
- Write the **report** for your manager, describing:
 - the advantages to you of having as assistant
 - what difficulties might arise if an assistant is appointed
 - what qualifications and experience would be desirable in an assistant
 - what personal qualities would be desirable in an assistant.
- Word limit: **200-250** words.
