

- Q.19 Fill in the blanks with a suitable preposition:
- The thief jumped _____ the wall. (Over, on)
 - You should abide _____ the rules. (of, by)
 - Are you afraid ___ dogs? (of., off)
 - He has been ill _____ Monday. (Since, for)

Q.20 Punctuate the following sentences:

- Alas we have lost the match
- How are you said my father
- I don't know sagar
- Dot your is and cross your ts

Q.21 What is a resume? Give its types. (Any three)

Q.22 Translation of Administrative and Technical Terms in Hindi:

- | | |
|------------------|----------------|
| a) Administrator | b) Cashier |
| c) Exemption | d) Head office |

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

- Q.23 What are the seven C's of communication?
- Q.24 Write a letter to enquire about a job vacancy.
- Q.25 You are Preetam/ Priti. Recently your polytechnic held a seminar on conservation of water as a part of World Water Day celebrations. Write a report in 100-125 words for a local daily newsletter.

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Roll No.

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4th Semester/ Agri, Arch, Auto ceramic, Chemical, Chemical (P&P) Civil, Computer, electrical, ECE, Food Tech, IC, LIS, Mech Engg. Mech (Tool & Die) DMLT, Plastic Tech Textile Design, Textile Processing. Textile Tech, Automation & Robotics, Fashion Tech, OMCA, Fashion Design, Medical Electronics, DMLT (For Speech and Hearing Impaired), Artificial Intelligence & Machine Learning, Hotel Management & Catering Tech, ECE(For Speech and Hearing Impaired), FAA, DBM Marketing, DBM Retail, DBM HRM, Computer (For Speech and Hearing Impaired)
Subject: English & Communication Skills-II

Time : 3 Hrs.

M.M. : 60

SECTION-A

Note: Multiple choice questions. All questions are compulsory (6x1=6)

- Q.1 Who is the writer of the story "The Portrait of a Lady"?
- | | |
|--------------------|------------------|
| a) Khushwant Singh | b) Kiran Bebi |
| c) R K Narayan | d) Anton Checkov |
- Q.2 What was the speech given by Kiran Bedi about?
- Time management
 - Leadership concepts
 - Communication skills
 - New Education policy

- Q.3 What did the patient's life hang on?
 a) God's mercy b) Hospital staff
 c) Dr Raman's words d) None of the above
- Q.4 What did the banker agree to stake in the bet?
 a) 5 million rubles b) 3 Million rubles
 c) 2 Million rubles d) 6 million rubles
- Q.5 Which of the following is not a preposition?
 a) Beside b) Because
 c) From d) Into
- Q.6 Chronemics is :
 a) Body language b) Space Language
 c) Time language d) Touch language

SECTION-B

Note: Objective/ Completion type questions. All questions are compulsory. (6x1=6)

Read the passage carefully and answer the following questions from Q7 to Q12:

When the doctor resumed his seat the patient asked in the faintest whisper possible, "Is that someone crying?" The doctor advised, "Don't exert yourself. You mustn't talk." He felt the pulse. It was already agitated by the exertion. The patient asked, Am I going? Don't hide it from me." The doctor made a deprecating noise and sat back in his chair. He had never faced a situation like this. It was not in his nature to whitewash, People attached great value to

his word because of that. He stole a look at the other. The patient motioned a finger to draw him nearer and whispered, "I must know how long I am going to live. I must sign the will. It is all ready. Ask my wife for the despatch box. You must sign as a witness."

- Q.7 What did the doctor advise the patient?
 Q.8 Why did people attach great value to the doctor's words?
 Q.9 What did the patient want to sign?
 Q.10 What was agitated with exertion?
 Q.11 Who must sign as a witness?
 Q.12 Write the synonym of 'Agitated'.

SECTION-C

Note: Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)

- Q.13 Write a short note on video conferencing.
 Q.14 What is corrigendum?
 Q.15 Give any four barriers in effective speaking.
 Q.16 Write a circular announcing change in office timing.
 Q.17 Use of following pairs of words in appropriate sentences:
 a) Advice, advise b) Idle, idol
 c) Hair, here d) Vary, very
- Q.18 Write appropriate sentences using the following idioms and phrases:
 a) A burning question
 b) By hook or crook
 c) Apple of one's eye
 d) to have a thing on one's finger tips