

# COMMUNICATION SKILLS—COURSE NO. HMC-101

Time Allowed—3 Hours

Maximum Marks—50

Note : Attempt any five questions, one question from each unit is compulsory. All questions carry equal marks.

## Section A

3/2

### Unit I

1. You are the Branch Manager of a company dealing with children's toys. Your city has received internet facility. Write a memo to your head office reporting introduction of this facility and seek approval for an internet connection.
2. Draft a sales letter address it to the Principal of a college with regard to supply of steel furniture to the college. 10

Bm

1

2

### Unit II

3. Use the following five idioms and phrases in your own sentences :

(a) To show one's colours, Out of the blue, In black and white, To live from hand to mouth, To come to light, To throw some light upon, To be in the soup, On the verge of.

[Turn over



(b) Insert a suitable preposition/adverb in the following :

- (i) He succeeded ..... escaping ..... the burning house.
- (ii) The children are very fond ..... swimming ..... summer they spend most ..... their time ..... water.
- (iii) How are you getting ..... in school ?
- (iv) There is no point ..... going ..... car if we can't park near the theatre.
- (v) She made a point ..... coming late so that everyone would look her.

(c) In the following sentences select the verb form which you feel is appropriate. If both the verb forms are appropriate, say why :

- (i) The acoustics of the large hall (is, are) very poor.
- (ii) Success and happiness (is, are) the goal of every student.
- (iii) Statistics (is, are) a very difficult subject.
- (iv) There (was, were) number of players waiting near the gate.
- (v) Mr. Sharma, together with his five guests, (has, have) gone out to dinner.



Write down the antonyms of the following adjectives :

(a) Ancient, cool, doubtful, temporary, deep.

(b) Insert 'a', 'an' or 'the' if necessary :

(i) ..... fog was so thick that we couldn't see ..... side of ..... road. We followed ..... car in front of us and hoped that we were going ..... right way.

(ii) It is ..... pleasure to do ..... business with such ..... efficient organisation.

(iii) Would you like to hear ..... story about ..... English man, ..... Irishman and ..... Scotsman.

(iv) Were John and Mary ..... cousins ? No, they were not ..... cousins. They were ..... brother and ..... sister.

(v) ..... postman's little boy says that he would rather be ..... dentist than ..... doctor, because ..... dentists don't get called out at ..... nights.

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(c) Insert commas wherever necessary in the following sentences :

(i) A crowd which is disorderly has no purpose of its own.

(ii) A man who is otherwise sober behaves like an animal when he is in a crowd.

(iii) The street corner where all the boys meet is badly lighted.

(iv) The period when young men grow into manhood is a very critical one.

(v) 'Intellectuals in our country' he said have a reputation for rationality. 10

## Section B

### Unit III

5. Describe the various barriers of communication, giving examples.

~~6.~~ What is oral communication ? What are its merits ? 10



**Unit IV**

- ~~7.~~ "For participating effectively in a group discussion one requires the right combination of speaking and listening skills." Explain.
8. What is the difference between behavioural etiquettes and office etiquettes ? Which one do you think is more important ? 10

**Unit V**

9. What are the minutes of the meeting ? What is their significance ?
- ~~10.~~ What tips will you keep in mind while facing an interview ? Why is body language an important requirement in an interview ? 10