

(vii) There are _____ styles of writing a resume.

(vii) An oral presentation is a _____ way communication.

(ix) In a group discussion apart from subject knowledge and communication skills, _____ skills are also necessary.

(x) A technical report must be _____ oriented.

2. (a) Correct the sentences : (3)

(i) There is many solutions to this problem.

(ii) We discussed about the matter in the meeting.

(iii) If I had time, I will complete the report tomorrow.

(b) Change the voice : (3)

(i) They gave him a chair.

(ii) Who did this?

(iii) Open the window.

(c) Rewrite the sentences using correct tense form of the below given in brackets. (3)

(i) When we reached the station, the train already (leave).

(ii) He is a complete stronger to me as I never (see) him before.

(iii) If I (be) you, I would not make this mistake.

- (d) Choose the correct option : (3)
- (i) I cannot _____ (accept / except) this gift.
- (ii) She is more beautiful _____ (then / than) her sister.
- (iii) We all encouraged him to _____ — (size / cease) the opportunity.
- (e) Make sentences with the following : (3)
Bag and baggage, Nip in the land, Red letter day.
3. (a) Define communication. (3)
- (b) Why are communication skills necessary? (3)
- (c) What are the different communication skills? (4)
- (d) Describe in detail the process of communication. (5)
4. (a) What are technical reports? (2)
- (b) What are the essential characteristic features of a technical report? (5)
- (c) What are the different formats of a technical report? Discuss. (8)
5. Write short notes on the following : (any THREE).
(3 × 5 = 15)
- (a) Channels of communication.
- (b) Information
- (c) Audio visual aids in presentation.
- (d) Alternative interview formats.

6. (a) Define group discursion. (3)
 - (b) Elaborate the essential leadership qualities. (6)
 - (c) Discuss the importance of a leader in group discussion. (6)
 7. (a) Four firm had ordered for 50 water coolers from Alpha Electrical and Applications Ltd., Kolkata. Out of 50, 15 water coolers were formed in damaged condition on their arrival. As the manager of your firm, write a complaint letter to the supplier seeking replacement on adjustments. (7)
 - (b) Draft the introductory pages of a technical report. (8)
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