
COMMUNICATION SKILLS - I

Time : 2.30 Hours]

[Maximum Marks : 50

[Minimum Marks : 17

NOTES :

- i) Attempt **all** questions.
- ii) Students are advised to specially check the Numerical Data of question paper in both versions. If there is any difference in Hindi translation of any question, the students should answer the question according to the English version.
- iii) Use of Pager and Mobile Phone by the students is not allowed.

Q.1) Answer any three of the following questions.

- a) What is meant by communication? Describe the importance of communication.
- b) What is the difference between formal and informal communication?
- c) What are tools of communication?
- d) What do you understand by non-verbal communication?
- e) What are the barriers to oral communication?

Q.2) a) Define Adverb with two examples.

b) Fill in the blanks with correct form of the verbs given in brackets in the following sentences : <https://www.bteuponline.com>

- i) Karim (work) in my office since 1985.
- ii) I was bathing when he (come) here.
- iii) I (return) your book tomorrow.
- iv) He will have reached school before the bell (ring).

c) Change the following sentences as directed against each:

- i) The thief will be caught soon. (Active voice)
- ii) One of these boys has stolen my book. (Passive voice)

- iii) Why did you not complete your work in time? (Passive voice)
- iv) All the doors have been closed by the guards. (Active voice)
- v) Father said to me "Work hard." (Indirect speech)
- vi) The teacher said. "Light travels faster than sound." (Indirect speech)
- vii) Vikram Singh said to the minister, "Find out the thief." (Indirect speech)
- viii) The policeman asked the child why he was crying. (Direct speech)

d) Punctuate the following:

the child said alas i have lost my purse

Q.3) Read the following passage carefully and answer the questions that follow it :

It is a sad reality that a number of people in India cannot read or write. It was so when India became independent, though the situation has improved there as much to be done in this field, who does not know that our country cannot progress as it should do if the majority of the people are ignorant and uneducated, unaware of their fundamental rights and duties. The people must be able to read books, magazines and newspapers: Those of us who are educated have a moral duty of educating those who have never had a chance to go to school as the success of democracy requires educated citizens who may discharge their duties well as citizens and safeguard their rights granted by the constitution.

- i). Why is our country unable to progress as it should do?
- ii). What, according to the writer of the passage, is the moral duty of the educated people?
- iii) Give the synonyms of the following words:
 - a) ignorant
 - b) sod
- iv) Give antonyms of the following words :
 - a) majority
 - b) moral

Q.4) Write a short story based on the picture given below:



OR

Write a paragraph on any one of the following:

- i) Example is better than precept.
- ii) Necessity is the mother of invention.
- iii) It is never too late to mind.

Q.5) As the Secretary of Literary Association of your school, write a notice for notice board, inviting the names of those students who want to participate in the various cultural programmes to be held on the Republic Day.

OR

You have lost your wrist watch in your school assembly hall today Draft a notice about it for your school notice board.