

Roll No.

2000271(046)

Dip. in Engg. (Second Semester)

EXAMINATION, Nov.-Dec., 2025

(Scheme : NITTTR)

(Branch : Arch., Chem., Civil, CSE,

Elect., ET & T, IT, Inst., IDD, Mech.,

Metallurgy, Mining, Mining & Mine

Survey, AI & ML, I & FS)

COMMUNICATION SKILLS—II

Time : Three Hours] [Maximum Marks : 70

[Minimum Pass Marks : 25

Note : All questions are compulsory, unless mentioned otherwise.

P. T. O.

[2]

2000271(046)

1. (a) Change the following sentences into indirect speech : 5
- (i) Rahul said to me, "When are you leaving?"
 - (ii) Bucky said to Steve, "Do you hear me?"
 - (iii) My mother said to me, "You were wrong."
 - (iv) Raj said, "Alas ! My pet died."
 - (v) Granny said to me, "May God bless you."
- (b) Rewrite the following sentences using the comparative form without changing the meaning : 4
- (i) Fishing is the most enjoyable sport for me.
 - (ii) Development in agriculture is the most important thing in India.
 - (iii) This machine is the most troublesome in the workshop.

[3]

2000271(046)

- (iv) Mrs. Gupta is the best tailor in this area.
- (c) Rewrite the following sentences using 'not so....as' : 4
- (i) The factory is working less efficiently than was planned by the Directors.
 - (ii) Soham is less intelligent than Neeta.
 - (iii) A miner's job is less cheerful than that of a road builder.
 - (iv) Travelling by bus is less inconvenient than travelling by train in this part of the country.
- (d) Rewrite the following sentences putting the adverbials in appropriate positions : 4
- (i) Please return the files (before evening/to the office)

P. T. O.

[4]

2000271(046)

- (ii) The oil well is situated (in Assam /at Naharkatia)
- (iii) He has been (this year /to Japan/ twice)
- (iv) Have you been (to Kashmir/ever)
- (e) Fill in the blanks using 'must' or 'can': 3
- (i) A large number of passengers are coming out of the railway station.
The train.....have arrived.
- (ii) Their house is locked up;
they.....have gone on tour.
- (iii) The office staff are angry so they
..... go on strike.

2. Answer any *one* of the following questions :

10

Explain the dynamic features of non-verbal communication that makes the communication effective.

[5]

2000271(046)

Or

What is non-verbal communication ?
Explain the difference between static and dynamic features of non-verbal communication.

3. (a) Write a paragraph on any *one* of the following topics : 6

- (i) Entrepreneurship.
- (ii) Women equality in workplaces.
- (iii) Social media impact on teenagers.

(b) Answer any *two* of the following questions : 14

- (i) Write down the purpose of letters.
- (ii) Write down an application for job in letter format for any assumed work.
- (iii) Describe the characteristics of a notice.

P. T. O.

[6]

2000271(046)

4. (a) Describe the characteristics of a good technical report. 6

Or

Describe the purpose of Email writing.

- (b) Describe the general outline of a project report. 7

Or

Write down a progress report of any assumed work.

- (c) You are a student of Public School, Dwarka. Your school has adopted a village as a social responsibility. Students are being taken to teach the children of that village on a regular basis. Write a report for your school magazine on the various other programs organized there in 150-200 words. 7

[7]

2000271(046)

Or

In your school, the Drama Club is organizing a drama. Write a notice to be put up on the school notice board inviting students to participate in the drama. Sign yourself as the secretary of the Drama Club.

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2000271(046)

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