



DM-003-038105

Seat No. _____

B. Voc. M. L. M. D. T. (Sem. - I) Examination

April / May - 2015

GMLMDT-1.1: Functional English & Comm. Skills

Faculty Code : 003

Subject Code : 038105

Time : $2\frac{1}{2}$ Hours]

[Total Marks :70

- Instructions: (1) Answers of the Que- 1 (MCQs) are to be written in your main answer-book.
(2) Mention your options clearly.
(3) Figures at the right indicate maximum marks.

1 Attempt the following : 20

- (1) We say this is a tooth, but _____ are teeth.
(a) these (b) those
(c) this (d) that
- (2) I am warning you for _____ last time.
(a) a (b) an
(c) the (d) No article
- (3) He _____ tea every morning.
(a) drinking (b) drinks
(c) drunk (d) drink
- (4) She _____ just _____ the classroom.
(a) is, entering (b) will, enter
(c) should, entered (d) has, entered

- (5) My brother and I _____ ready to join new course.
(a) am (b) are
(c) is (d) will
- (6) My father _____ visit my college next Monday.
(a) was (b) is going to
(c) are gone (d) shall go
- (7) See, the culprit _____ by the police in public.
(a) has punished (b) is punishing
(c) will punish (d) is being punished
- (8) I _____ a watch by him last week.
(a) given (b) gave
(c) was given (d) am given
- (9) Don't argue _____ me.
(a) with (b) at
(c) for (d) by
- (10) My mother has been working _____ five o'clock in the morning.
(a) for (b) by
(c) to (d) since
- (11) _____ you like to say anything?
(a) would (b) must
(c) should (d) shall
- (12) I _____ come to your place tomorrow, but not sure.
(a) will (b) may
(c) must (d) have

- (13) _____ you come out with flying colors in future!
- (a) may (b) will
(c) shall (d) must
- (14) I go to college _____ bus.
- (a) in (b) on
(c) by (d) for
- (15) Diya's anniversary is _____ 5th March.
- (a) at (b) in
(c) for (d) on
- (16) Sender is also known as _____.
- (a) encoder (b) decoder
(c) recorder (d) Rx
- (17) _____ is the last step of communication process.
- (a) decoding (b) encoding
(c) selection of channel (d) feedback
- (18) Communication through Gestures is the type of _____ communication.
- (a) formal (b) non verbal
(c) oral (d) verbal
- (19) Selecting suitable words/ symbols for thoughts/ ideas is known as _____.
- (a) decoding (b) recording
(c) forwarding (d) encoding
- (20) Smile is a _____ communication.
- (a) non verbal (b) oral
(c) non oral (d) verbal

- 2** Write detailed answers of the following questions. **(any two)** **20**
- (1) Explain Verbal and Non Verbal communication in detail.
 - (2) Describe the importance of Group Discussion in communication.
 - (3) Elaborate Communication process with definition and diagram.
 - (4) Elucidate various elements of communication.
- 3** Write short notes. **(any two)** **10**
- (1) Body language (Facial expressions, Gestures, Postures)
 - (2) Importance of Silence in Communication
 - (3) Do's and don'ts of Group Discussion.
 - (4) Written Communication.
- 4** Attempt **any two** of the following. **20**
- (1) On behalf of Delta Computers, Rajkot draft a letter of inquiry for the features of Dell All-in-one Desktop to Sigma Distributors, Mumbai.
 - (2) Draft a suitable Reply to above mentioned inquiry letter.
 - (3) Write a Resume for the post of Lab Assistant in Himalaya Labs.
 - (4) Place an order for five hundred Juice tins to Parle-Agro, Pune.