



**MAV-003-038105**

Seat No. \_\_\_\_\_

**B. Voc. (MLMDT) (Sem. I) (CBCS) Examination**

**October / November – 2016**

**Functional English & Communication Skills**

**Faculty Code : 003**

**Subject Code : 038105**

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

[Total Marks : 70

1 Attempt following questions : 20

- (1) Who is sender?
- (2) Who is decoder?
- (3) What is feedback?
- (4) Give two examples of non-verbal communication.
- (5) Give two examples of verbal communication.
- (6) What is feedback?
- (7) Paralanguage means \_\_\_\_\_.
- (8) Which are the types of oral communication?
- (9) Who starts the communication process?
- (10) Memo is \_\_\_\_\_ communication.
- (11) You \_\_\_\_\_ take rest, you do not have any other choice. (may, must, might)
- (12) I \_\_\_\_\_ work hard. (can, would, might)
- (13) He is very lazy, he \_\_\_\_\_ understand the situation and work. (may, can, should)
- (14) He is working day and night. - Change into past tense.
- (15) We have ordered the food. - Change into future tense.
- (16) Open the book. - Change the voice.
- (17) They have been called by me. - Change the voice.

(18) See, he \_\_\_\_\_ your favorite song.  
(sings, is singing, sang)

(19) \_\_\_\_\_ books are not mine. My books are there.  
(this, these)

(20) You \_\_\_\_\_ very smart. (am, is, are)

**2** Attempt the following : (any **two**) **20**

- (1) Which are various features of communication and explain in detail.
- (2) What is verbal communication? Explain with examples.
- (3) Explain oral communication in detail.
- (4) Explain meaning and tips for effective public speaking.

**3** Attempt the following : (any **two**) **10**

- (1) What is body language?
- (2) Explain the characteristics of written communication.
- (3) Write a short note on Do's and Don'ts of Group Discussion
- (4) Write down the guidelines for effective conversations skills.

**4** Attempt the following : (any **two**) **20**

- (1) Write an inquiry letter for the latest models of microscopes for the college lab.
- (2) Write a complaint letter to Express Courier for receiving damaged parcel of goods.
- (3) Write a report on the field visit done by your department.
- (4) Write application letter for the post of lab assistant.

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