



HCX-003-038105

Seat No. _____

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

October / November - 2017

**GMLMDT-1.5 : 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 initiates communication process ?
- 2) Write any definition of communication.
- 3) Write the types of Non-verbal communication.
- 4) Define verbal communication.
- 5) What is feedback ?
- 6) Radha and I _____ good tennis players. (am, is, are)
- 7) She _____ me about robbery yesterday.
(told, tells, telling)
- 8) We _____ to watch movie tonight.
(were go, are going, go)
- 9) She will submit her assignment tomorrow.
(change the sentence in simple past tense)
- 10) Your friend is dancing very well.
(change the sentence in continuous past tense)
- 11) One _____ wash vegetables before using them.
(should, may, could)
- 12) _____ God bless you ! (Might, May, Will)
- 13) To travel abroad one _____ have passport.
(must, shall, can)
- 14) Look at here, _____ paintings are so beautiful!
(this, these, that)
- 15) Look at the sky, it's so dark ! It _____ rain today.
(may, can, might)

- 16) My birthday is _____ Sunday. (at, on, in)
- 17) My classmates are going _____ the classroom.
(in to, on to, off to)
- 18) He changed the flat tire. (change the voice)
- 19) Close the window. (change the voice)
- 20) Who ate the last cookie ? (change the voice)

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

- 1) Describe communication process in detail.
- 2) Explain the different types of Non-verbal communication.
- 3) Describe the essentials of effective public speaking.
- 4) Explain the different steps of effective presentation skills.

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

- 1) Para language.
- 2) Do's and Don'ts of Group Discussion.
- 3) Do's and Don'ts of Facing Interviews.
- 4) Draw a difference between Oral and Written communication.

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

- 1) Draft an Inquiry letter behalf of Apex Laboratory, Ahmedabad to Delta Industry, Mumbai for lab equipment.
- 2) Write a Resume of a fresher candidate for the post of Medical Representative.
- 3) Draw a detailed dialogue between Sales Executive of Delta Scientific Tools and Lab Assistance of your institute for the bulk purchase of equipment to set up a new laboratory.
- 4) Write a report on Science Fair organized by your institute.