

C29) Seat No: \_\_\_\_\_

No. of Pages: 02

**Sardar Patel University**  
**BA (Advanced): SEM -II (CBCS) (NC)**  
**UA02FECS01: Communication Skills – II**  
**17/10/2016, Monday Time: 02:00 P.M to 04:00 P.M**

**Total Marks: 60**

**Q .1. Attempt the Following Multiple Choice Questions.**

**15 Marks**

1. The air released by the lungs comes up through the \_\_\_\_\_ and arrive at the Larynx.  
a. Wind-pipe      b. Palate      c. Uvula      d. Tongue
2. Vocal bands vibrate \_\_\_\_\_ times per second approximately.  
a. 200      b. 800      c. 08      d. 100
3. Examination of one's own mental process is \_\_\_\_\_.  
a. Introspection      b. Inspection      c. Interspection      d. Isthmus
4. \_\_\_\_\_ means having several wives at the same time.  
a. Endogamy      b. Misogamy      c. Polygamy      d. Bigamy
5. \_\_\_\_\_ means artificial pond or tank for keeping live fish, water plants etc.  
a. Antiquary      b. Aquarium      c. Aviary      d. Amphibian
6. The person who is able to use both his hand skillfully is \_\_\_\_\_.  
a. Accomplice      b. Ambidextrous      c. Amphibian      d. Ambiguous
7. One who is having infinite power is \_\_\_\_\_.  
a. Omnivore      b. Omnipresent      c. Omniscient      d. Omnipotent
8. /s3:f/ is the correct transcription for \_\_\_\_\_.  
a. save      b. Serve      c. Suffer      d. Surf
9. Zenith means \_\_\_\_\_.  
a. Lowest point in the soil      b. Deepest corner in the earth  
c. Peak of the Mountain      d. Highest point in the sky
10. \_\_\_\_\_ means words utter impiously about God.  
a. Boycott      b. Virtuoso      c. Blasphemy      d. Adverse
11. Quality, pace, rate pitch etc are the \_\_\_\_\_ features of Speaking.  
a. Superficial      b. Linguistic      c. Stylistic      d. Paralinguistic
12. Which of the following is an example of Empathetic listening?  
a. A boy watching Television      b. A psychiatrist listens to patients  
c. A student is listening a lecture      d. A student pretending to listen
13. Title, sub-heading, Photographs, caption etc. are \_\_\_\_\_ signals for reading comprehension.  
a. Qualitative      b. Non-verbal      c. Structural      d. Formal
14. Reading slowly, carefully and looking for specific information in which reader is interested is the process of \_\_\_\_\_.  
a. Skimming      b. Skipping      c. Summarizing      d. Scanning

CP.T.O.)

15. Which of the following is not a consonant?

- a. /j/                      b. /t/                      c. /u:/                      d. . /ŋ/

Q.2. Define in detail the functions of Organs of Speech in producing different sounds.

OR

15 Marks

Q.2. What is Listening? Discuss in detail the types of Listening and elaborate the essential feature of Effective Listening.

Q.3. How writing skills is important for Communication? Enlist and elaborate techniques for good technical writing.

OR

15 Marks

Q.3. Elaborate the characteristics of Effective Speaking Skills.

Q.4. A. Fill in the blanks with appropriate answers from brackets.

10 Marks

- 1) One of my cousins \_\_\_\_\_ in your company. (work/works)
- 2) Statistics \_\_\_\_\_ branch in demand now days. (is/are/was/were)
- 3) The news \_\_\_\_\_ too good to believe. (was/were)
- 4) Neither clerk nor peon \_\_\_\_\_ the problem. (have/has)
- 5) \_\_\_\_\_ the devil takes him. (May/Would/ Shall)
- 6) My friend and colleague, Ram Sharma, \_\_\_\_\_ given lecture. (have/has)
- 7) \_\_\_\_\_ you please tell me the address? (Would/Dare/ Need)
- 8) Committee members \_\_\_\_\_ the decision. (had took/ have taken/ has taken)
- 9) Till last year I \_\_\_\_\_ read without the glass. (would/could/had been)
- 10) Slow and Steady \_\_\_\_\_ the race. (win/ wins)

Q.4. B. Do as Directed.

05 Marks

- 1) I reach there at 10 O'clock. (Convert the sentence into Simple Future Tense)
- 2) Tell me the time. (Convert it into form of request)
- 3) You perform your duty. (Use 'must' and reframe sentence)
- 4) You and I were at Cambridge. (Convert the sentence into Simple Present Tense)
- 5) She danced like an angel yesterday. (Convert the sentence into Perfect Present Tense)