

SEAT No. _____

No. of Printed Pages : 2

[21]

Sardar Patel University

BSW (S.E.): SEM -II (CBCS)

UA02FBSE01: Communication Skill-II

26/03/2018, Monday, Time: 10:00 A.M. to 12:00 P.M.

Total Marks: 60

Q.1. Attempt the Following Multiple Choice Questions.

15 Marks

- 1) /l/ is a _____ consonant.
a) Stop b) Gliding c) Lateral d) Nasal
- 2) Which of the following is correct transcription of the word 'been'?
a) /bi:n/ b) /bin/ c) /bm/ d) /b:in/
- 3) /fæn/ is the correct transcription of the word _____.
a) Fine b) Fun c) Few d) Fan
- 4) Which of the following is correct transcription for the word 'thing'?
a) /θɪŋg/ b) /θɪŋ/ c) /θr:ŋ/ d) /θr:ŋg/
- 5) /m/, /n/ and /ŋ/ are _____ consonants.
a) Gliding b) Stop c) Nasal d) Friction
- 6) _____ means disbelief in the existence of God.
a) Theism b) Atheism c) Catholicity d) Diplomacy
- 7) A partner in crime means _____.
a) Accomplice b) Aborigines c) Criminal d) Egoist
- 8) _____ means opening ceremony.
a) Immemorial b) Ignoramus c) Inaugural d) Inevitable
- 9) Invisible is that _____.
a) Cannot be understood b) Cannot be defined
c) Cannot be explained d) Cannot be seen
- 10) _____ is (speaking) without previous preparation.
a) Epitaph b) Extempore c) Truant d) Epilogue
- 11) Email stands for _____ mail.
a) Electric b) Emergency c) Easy d) Electronic
- 12) _____ listening involves analyzing, evaluating, and judging what is being said.
a) Intensive b) Critical c) Extensive d) Superficial
- 13) Rate is the number of words one _____ per minute.
a) Speaks b) Listens c) Reads d) Understands
- 14) Sincerely, truly, faithfully, cordially yours etc are _____ in a letter.
a) Signature block b) Complementary Close
c) Salutation d) Inside address
- 15) Reading slowly and carefully for specific information that you are interested in is _____.
a) Skimming b) Note Taking c) Scanning d) Summarising

Q.2. Define Effective Speaking, Paralinguistic Features of Speaking and Types of Speaking.

OR

15 Marks

Q.2. Write a detailed note on the functions of Tongue, Palate, Jaws (Lips), Teeth and Vocal Cords for producing vivid consonants and vowels.

Q.3. As a Purchase officer of a company, write a complaint letter to Uniflex Ltd, New Delhi, pointing out the damage which was discovered after checking the consignment containing Compact Disc sent to you by the supplier. Invent the necessary details.

OR

15 Marks

Q.3. Define Techniques for Good Reading Comprehension.

Q. 4. A. Fill in the blanks.

10 Marks

- 1) One of my friends _____ visited the zoo. (have/has)
- 2) The committee _____ decided this. (has/have)
- 3) Neither the Principal nor the lecturers _____ present last evening. (was/were)
- 4) The news _____ too good to believe. (is/are)
- 5) This is the book _____ I bought. (yet/ which/because)
- 6) He played well _____ won the match. (so/ as/ or)
- 7) You can have tea _____ coffee. (As though/ or/ because)
- 8) I do not care _____ he comes or not. (if/ or/ but)
- 9) _____ you run 5km when you were young? (Could/May/Can)
- 10) He _____ my help. (need/needs)

Q.4.B. Do as Directed.

05 Marks

- 1) She bought a beautiful doll. (Convert the sentence into 'passive voice')
- 2) They have celebrated 31st December. (Convert the sentence into 'passive voice')
- 3) He sells toys every day. (Convert the sentence into 'passive voice')
- 4) A cell phone has been broken by Tom. (Convert the sentence into 'active voice')
- 5) We were selected by them. (Convert the sentence into 'active voice')

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