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|  | **JAIPURENGINEERINGCOLLEGE AND RESEARCH CENTRE****JECRC Campus, Shri Ram Ki Nangal, Via-Vatika, Jaipur** |

**Weak Students Assignment**

 **(Semester I/II) 2020-21**

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| **Course** | **:** | **B. Tech.** | **Sub: Communication Skills** | **:** | **Code:** 1FY-104 |

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| Course Outcomes |
| **CO 1:** To express themselves better and use English for communicating in an effective manner both professionally and in real life situations. |

1. How communication can be categorized? Give various categories of communication.
2. What do you understand by mass communication? What are its characteristics?
3. What are the different media for communication?
4. What do you understand by formal communication? Why is it important for organizations to have an effective formal communication network?
5. Feedback is the most critical part of communication process. Justify.
6. What do you understand by oral communication?
7. Give the merits of oral communication?
8. Give the demerits of oral communication?
9. What are the merits or large communication (large meetings)?
10. What are the demerits of written communication?
11. Which will you choose between oral and written and why?
12. Distinguish between merits and demerits of oral and written communication.
13. Differentiate between Formal and Informal Communication?
14. How should medium of communication be selected?
15. What is diagonal communication?
16. State two divisions of communication?.
17. State two advantages of written communication
18. What is Grapevine Communication?
19. Write one place where you find formal communication?
20. What are Barriers to Communication?
21. Name some important barriers and explain any three?
22. Explain the term Encoding. Who is the encoder of a message?
23. Explain any four principles of effective communication.
24. . Draw the communication cycle and state the important elements.
25. State the importance of communication in the engineering industry
26. Define listening? .
27. .How can you acquire good listening skill ?
28. What is the importance of good listening skill for an engineer?
29. What are the important types of listening?
30. What is Selective listening? Explain with an example.
31. Define Noise in Communication?.
32. . Define language barriers in communication?
33. Enlist types of non-verbal communication?
34. Define downward flow of communication?
35. Define intrapersonal communication?.
36. Why there should be compatibility between verbal and nonverbal behavior?
37. What is source of flow for communication in organization?
38. What do you understand by term Professional Communication?
39. Define upward flow of communication?
40. What is the term used for study of time in non-verbal communication?
41. What are the parameters of communication?
42. Why is time an effective communication tool?
43. Why is posture necessary for first impression?
44. How do you recognize non verbally if a person is nervous?
45. Superiors take decisions and convey them to their subordinates?
46. Identify the type of communication?.
47. Write any two characteristics of the fastest network carrier?
48. Mention levels of communication?
49. What is interpersonal and intrapersonal?
50. What are the methods to improve human communication?

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| Course Outcomes |
| **CO 2:** Able to write formal letters reports and proposals as well as speak fluently through usage of the various parts of speech. |

Q1. Define Active and Passive voice by giving one example of each?

**Q2.** Define Conjunction by giving example of any two conjunction?

**Q3**. Change the following sentences into passive form:-

**a.** She handed me a cheque .

**b**.I am watching you very carefully.

**c.** Who wrote this poem. ?

**Q4**. Define conditional sentences with an example?

**Q5.** She said to me, “Why did you spoil my game?” (Change into Indirect Speech)

**Q6**. The police............catch the culprits. (Use a Modal Auxiliary)

**Q7.** Write a complaint letter to BSNL pointing out a billing error in yourtelephone bill.

**Q8**. What is a Report? Write a Newspaper Report on a road accident in your city.

**Q9**. Drive slowly.......we should meet with an accident. (Use a Modal Verb)

**Q10**. You..........smoke publicly. (Use a Modal Verb: Prohibition)

**Q11**. If I were a billionaire………... (Complete the Principal Clause)

**Q12**. Papa said, “An empty vessel makes much noise” (Convert into Indirect Speech)

**Q13**. “Call the witness, said the judge”. (change into indirect speech)

**Q14**. Ram said “I am free now”. (change into indirect speech).

**Q15**. Change the voice:

1. His behaviour surprised me.
2. They say that he doesn’t know English.
3. Pooja is listening to music.
4. Who broke this chair?

**Q16**. Write a Job Application along with your detailed CV/Resume forthe post of a software engineer in a company.

**Q17**. Write a Paragraph on Impact of Privatization in Education

**Q18**. Write a Paragraph onTechnology Responsible for Crimes

**Q19.** Change the Narration:

(i) Papa said, “An empty vessel makes much noise.”

(ii) He said, “What an intelligent boy Rahul is!”

(iii) Students said to the teacher, “Good Morning, sir!”

(iv) He said to me, “Why did you break my glass?”

(v) Mother said to me, “Don’t play with bad boys.”

(vi) Shefali said, “Have you finished your work, Anuj?”

**Q20**. Change the voice:

(i) Let Rakesh investigate the matter.

(ii) They have to discuss the project with me.

(iii) The govt is going to launch a new scheme.

(iv) I know him for a long time.

(v) Consult a good doctor.

(vi) I am looking into this matter.

**Q21**. Suppose you wish to purchase 50 computer systems for your new business. Write an inquiry letter to HP computers asking for the price quotation, mentioning the configuration.

**Q22**. Considering yourself the Chief Librarian of your college, write a report to the Director, mentioning the poor condition of the library facilities and providing the suggestions for improving the same.

**Q23**. Write a Paragraph on Digital India: The Need of the Hour

**Q24**. Write a Paragraph on Entrepreneurship: A New Career

**Q25**. What role does planning and preparation play in writing letters.

**Q26**.You have recently ordered an item through the Internet, but are not happy with the purchase. Write to the company a formal letter in your words-

**Q27**. As a resident, write an email to the Municipal commissioner of your city, Mr.Ashok, reporting nuissance of a building under construction beside your place.  Sign the email as Kumar.

**Q28**. Explain any of the following:
 Descriptive report, Informational and interpretative report, Analytical or argumentative report.Operation research report.

**Q29**. Change the following into Passive Voice:

 (i)  I had purchased a motorcycle last year.

 (ii) Anita prepares breakfast every day.

 (iii) Please give me your pen.

 (iv) Who wrote this book?

 (v) The teacher punished the irregular students.

**Q30**. Change the following sentences into Indirect Speech:

 (i) The officers said to the clerk, “Why have you not typed this letter?

 (ii) My father said to me, “You always waste money.”

 (iii) The bank manager said to the customer, “Will you deposit your installments?”

 (iv) He said to me, “Let’s go to see a film.”

 (v) My friend said to her husband ,“I am watching TV.”

 (vi) My friend said, “I don’t eat rice.”

**Q31**. What is a report? What are the different types of report?

 Write your views on Benefits of internet

**Q32.**  Write your views on Environment and pollution

**Q33.** Your college has taken you on an industrial visit to a factory in Sitapura, Jaipur. Write a report on the visit.

**Q34.** Write a Newspaper Report on a road accident in your city.

**Q35.** Attempt as directed.

i)Drive slowly.......we should meet with an accident. (Use a Modal Verb)

ii)You..........smoke publicly. (Use a Modal Verb: Prohibition)

iii)If I were a billionaire………... (Complete the Principal Clause)

iv)Papa said, “An empty vessel makes much noise” (Convert into Indirect Speech)

v)“Call the witness, said the judge”. (change into indirect speech)

vi) Ram said “I am free now”. (change into indirect speech).

**Q36.** Fill in the blanks with appropriate modals:

 (i) We\_\_\_\_\_ fight for our rights, (compulsion)

 (ii) They\_\_\_\_\_\_ come any time, (possibility)

 (iii)The lawyer\_\_\_\_\_\_\_\_\_\_\_\_\_\_ win the case, (ability)

 (iv) The police                               catch the criminals, (duty or moral obligation)

 (v) You\_\_\_\_\_\_stop smoking, (advice)

**Q37**. Fill in the conjunctions-

 1.You can eat your cake ……a spoon *or* fork.

 2.My dog enjoys being bathed *……*hates getting his nails trimmed.

 3.Bill refuses to eat peas, *…….* will he touch carrots.

 4.I hate to waste a drop of gas, *……*it is very expensive these days

**Q38**. Passivise the following sentences:

 i)We haven’t used this machine for ages.

 ii) We are trying to make our economy strong.

 iii) We need to correct the mistakes.

**Q39**. Each of these sentences is incorrect. Write the correct sentences:

 i)This man on TV supposes to be the tallest person in the world.

 ii) To the winner was given a prize.

**Q40**. Fill in the blanks with appropriate forms of the verbs given in the brackets.

 i)If you ……in time, you …..the bus(go, catch).

 ii) Unless you ….a passport, you …..abroad.(has, can’t).

**Q41**. Distinguish between CV and Resume.

**Q42**. List the elements of paragraph writing.

**Q43**. Write a letter of Application with resume to Modern Automobile Factory, Pune---411016

 for the post of Junior Engineer.

**Q44**. Discuss in detail the structure of report.

**Q45**. Write a job application letter With resume to Post Box No 156. Employment News, Mumbai----400042

**Q46**. The production target for the first six months in an automobile industry has declined by 25

 per cent as compared to last year. As the Production Manager draft a report to the General Manager stating the reasons for thefalland suggest remedial measures for improvement.

**Q47**. Assume that five water coolers that you purchased for the boy’s hostel are not working properly. As the Maintenance Engineer write an investigation.

**Q48**. What are the points to be considered in the prewriting stage in report

 writing?

**Q49**. Fill each blank in the following sentences, with an appropriate Conjunction:-

 i)Three \_\_\_\_\_ three make six.

 ii)He will not come \_\_\_\_\_\_\_ it rains.

 iii)He was punished, \_\_\_\_\_ he was guilty.

 iv) Karim is tall, \_\_\_\_\_ Abdul is taller.

 v)Water \_\_\_\_\_\_\_ oil will not mix.

**Q50**. Find out the common errors:

 i)It is raining when I got home last night.

 ii)My sister is annoying today, but usually she is nice.

 iii)Everyone have seen that movie.

 iv)Look! It is snow.

 v)I fell asleep while I watched TV.

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| Course Outcomes |
| **CO 3:** The students will be able to get an exposure to the culture, values, ethics and social norms reflected in the prose and poetry of authors from around the world and respond accordingly coupled with their imagination |

**Q.1** Comment on the element of humor and irony in the story “*The Luncheon*”.

**Q.2** Explain the role of the Devil in the story “*How Much Land Does A Man Need*”.

**Q.3** What message does the father give to his son in the poem “*If*”?

**Q.4** Describe Tagore’s “Heaven of Freedom” in the poem “Where the mind is without fear” in detail.

**Q.5** Explain and critically evaluate the following lines:

“*Remember they have eyes like ours that wake
Or sleep, and strength that can be won
By love. In every land is common life
That all can recognise and understand.*

*Let us remember, whenever we are told*

 *To hate our brothers, it is ourselves*

*That we shall dispossess, betray, condemn.*

 *Remember we who take arms against each other*

 *It is the human earth that we defile”*

**Q.6** How does Tolstoy portray the element of greed and ambition in man in the story “How much land does a man need?”

**Q.7** What is the theme of the story “*The Night Train at Deoli*”?

**Q.8** “But I have had my revenge at last” What was the author’s subtle revenge in the end in the short story ‘The Luncheon’? Also enumerate the various orders made by the lady that led to aggravating the author’s problem.

**Q.9** Critically evaluate the poem “*No Men Are Foreign*”.

**Q.10**Write the critical appreciation of the following lines:

 “If you can dream—and not make dreams your master;

    If you can think—and not make thoughts your aim;

If you can meet with Triumph and Disaster

    And treat those two impostors just the same;

If you can bear to hear the truth you’ve spoken

    Twisted by knaves to make a trap for fools,

Or watch the things you gave your life to, broken,

    And stoop and build ’em up with worn-out tools:”

**Q.11** Give the character sketch of the lady in the story “The Luncheon”.

**Q.12** Justify the title of the story “How much land does a man need”.

**Q.13**Analyze the poem “If” as an inspirational poem.

**Q.14** Explain and critically evaluate the following;

# *“Where the world has not been broken up into fragments by narrow domestic walls.Where words come out from the depth of truth,where tireless striving stretches its arms toward perfection.Where the clear stream of reason has not lost it's wayinto the dreary desert sand of dead habit.Where the mind is led forward by theeinto ever widening thought and action.In to that heaven of freedom, my father,LET MY COUNTRY AWAKE!”*

**Q15.**What is the message of the poem “No Men Are Foreign?”

**Q16.** What according to RabindraNath Tagore breaks the world into fragments?

**Q17.** Explain and critically evaluate the following lines:

 “Let us remember, whenever we are told

 To hate our brothers, it is ourselves

 That we shall dispossess, betray, condemn.

 Remember we who take arms against each other

 It is the human earth that we defile”

**Q18**. Describe Tagore’s “Heaven of Freedom” in detail.

**Q19**.What advice does the lady give to the author when he orders a mutton chop for himself?

**Q20**.What is the price of land in the land of the Bashkirs ?

**Q21**.Where does the author spend his summer vacation? in the story “The Night Train At Deoli”

**Q22**.Who overhears the conversation between the two sisters and what was his reaction?

**Q23** What is the message of the poem “No Men Are Foreign?”

**Q24** What according to RabindraNath Tagore breaks the world into fragments?

**Q25**. Explain “If you can trust yourself when all men doubt you’

 But make allowance for the doubting one too:”

**Q26**.Why are Triumph and Disaster called imposters in the poem “If”

**Q27**.What impression does the reader get about the lady in the story ‘*The Luncheon*’?

**Q28**.Justify the title of the story, “How much land does a man need.”

**Q29**.Why does the author feel sorry for the platform in the story “The Night*Train at Deoli?”*

**Q30**.Comment on the element of humor in the story “the Luncheon”

**Q31**.Outline a character sketch of Pahomwife based on the story “How Much Land Does A Man Need.’’?

**Q32**.What is the theme of the story “The Night Train at Deoli?”

**Q33**.Explain and critically evaluate the following lines:

“Let us remember, whenever we are told

To hate our brothers, it is ourselves

That we shall dispossess, betray, condemn.

Remember we who take arms against each other

It is the human earth that we defile”

**Q34**.What message does a father give to his son in the poem

**Q35**.Describe Tagore’s “heaven of freedom” in detail

**Q36.** Explain and critically evaluate the following;

“Where tireless striving stretches its arms towards perfection,

 Where the clear stream of reason has not lost its way

Into the dreary desert of dead habit.’

**Q37**. What is expected of a perfect man when he loses all that he has achieved? as described in the poem ,“If” by Kipling.

**Q38**. In the poem “No Men Are Foreign” by James Kirkup, explain the poet’s use of the word “Uniforms.”

**Q39**.What message does the father give to his son in the poem “If?”

**Q40**. James Kirkup “No Men Are Foreign comment ?

**Q41** Explain Romanticism in The Night train at Deoli ?

**Q42** Define Perfect man as per If ?

**Q43** Greed plays an important part in Pahom life explain?

**Q44**Why does the author feel sorry for the platform in the story “The Night Train at Deoli “

**Q45.** What message does the father give to his son in the poem “If?

**Q46**. Explain and critically evaluate the following line?

 To hate our brothers, it is ourselves.

**Q47**. Where does the narrator give the lady the luncheon?

**Q48**. How much land did Pahom actually need at the end of the story?

**Q49**. Why did Pahom could not sleep?

**Q50**. Where did the young narrator used to go in his summer vacation in the story “The Night train at Deoli”?