

0901

15116

3 Hours / 100 Marks

Seat No.

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- Instructions* – (1) All Questions are *Compulsory*.
(2) Answer each next main Question on a new page.
(3) Illustrate your answers with neat sketches wherever necessary.
(4) Figures to the right indicate full marks.
(5) Mobile Phone, Pager and any other Electronic Communication devices are not permissible in Examination Hall.

Marks

1. a) **Attempt any FOUR of the following:** **8**
- (i) Define communication.
 - (ii) What do you mean by feedback? Explain it's importance.
 - (iii) Why it is important to select proper channel for communication?
 - (iv) What is Language Barrier?
 - (v) State the importance of graphic communication.
- b) **Attempt any TWO of the following in eight - ten sentences.** **8**
- (i) Explain the importance of body language?
 - (ii) Explain any four principles of effective communication.
 - (iii) What do you mean by Grapevine communication?
Explain it with two examples.

P.T.O.

- c) **Select appropriate channel from the channels given below for the given communication purposes. (Any FOUR)** 4

(Notice, fax, letter, gesture, telephone)

- (i) Asking for an enquiry.
- (ii) Conveying an urgent message.
- (iii) Communicating to a person who can not listen.
- (iv) Sending a document urgently to another branch of your office.
- (v) Informing staff members about a monthly meeting.

2. a) **Do as directed (Any EIGHT):** 8

- (i) She is doing a degree course the university
(insert correct preposition)
- (ii) Paris is a beautiful city. (insert an article)
- (iii) You should allow him to go for the party.
(Rewrite into negative form)
- (iv) He is too young to do that work.
(Rewrite using so that)
- (v) She is the most clever girl in the classroom.
(Change the degree)
- (vi) She is very beautiful. (Add question tag)
- (vii) The time is very difficult. (Make exclamatory)
- (viii) I this place before he comes (leave)
(Fill in the blanks with correct form of verb from bracket)
- (ix) She likes him. (Change the voice)
- (x) She shall not attend the function if she is not invited.
(Rewrite using unless)

- b) **Use the following phrases in sentences of your own.** 4
(Any TWO)
- (i) To take part
 - (ii) To look in
 - (iii) Carry on
 - (iv) In front of
- c) **Change into Indirect Speech:** 2
He said, "I shall go as soon as it is possible."
- d) **Punctuate the following:** 2
several countries participated in the airlift italy, belgium,
france and england.
3. a) **Write definitions of the following (Any TWO):** 4
- (i) Vernier Calliper
 - (ii) Screw Driver
 - (iii) Calculator
 - (iv) Thermometer
- b) **Write a paragraph on any ONE:** 6
- (i) Health is Wealth.
 - (ii) Readers are Leaders.
 - (iii) Global Warming.
- c) **Develop an outline, speech on the situations:** 6
As the General secretary of your college prepare an outline
of the admission procedure for the students.

OR

Welcoming the chief guest, by the principal, at the Annual
function of the college.

4. a) **Write instructions for the following: (Any TWO)** **4**
- (i) Using a camera
 - (ii) Using a mixer
 - (iii) Using a microoven
 - (iv) Using an electric iron
- b) Devise a memo for the first year Electrical Engineering students for not maintaining discipline in annual function of college. **6**

OR

Write a notice to all students informing them that the ID-cards are available in the store and collect it.

- c) You want to purchase some sports things or sports - items for your college. Write a letter of inquiry to Raj Sports Pvt. Ltd., Pune. **6**

OR

Write a letter placing an order with the Proprietor, Rohit Electricals Co. Ltd, Pune - 16 for the following electrical items.

- (i) Tube lights - 4
- (ii) Exhaust fans - 2
- (iii) Water cooler - 1
- (iv) Fans - 4

State the terms and conditions.

0901

[5]

Marks

5. a) Write a letter of application along with your resume to Mahindra and Mahindra, Pune - 8, for the post of Junior Engineer. **8**
- b) As the lab incharge, write a report to the Principal, regarding an accident that took place in the workshop while doing practicals. Suggest some safety measures. **8**
6. a) **The following is the standard-wise result of 'New English School' for 1st - 4th standard. **8****

| Standard | Result % |
|-----------------|-----------------|
| 1st | 24% |
| 2nd | 22% |
| 3rd | 27% |
| 4th | 37% |

Present the above data in the form of a Pie graph.

OR

The data given below shows the sale of bikes in Mumbai. Prepare a bar graph.

| | | |
|------|---|------|
| 2010 | – | 4005 |
| 2011 | – | 3500 |
| 2012 | – | 2500 |
| 2013 | – | 6000 |
| 2014 | – | 5000 |

P.T.O.

- b) **Read the passage carefully and answer the questions given below:** **8**

In every country people imagine that they are the best and cleaverest and others are not so good as they are. The Englishmen thinks that he and his country is the best; the Frenchmen and the Germans and Italians think no less of their countries and many Indian imagine that India is in many ways the greatest country in the world. This is wrong. Everybody wants to think well of himself and his country. But really there is no person who has not got some good and some bad qualities. In the same way there is no country which is not partly good and partly bad. We must tell good whatever it may be, we find it and try to remove the bad wherever it may be we are, of course most concerned with our own country, India. unhappily, it is in a bad way today. Most of our people are poor and unhappy. They have no joys in their lives. We have to find out how we can make them happier. We have to see what is good in our ways and customs and try to keep it, and whatever is bad we have to throw away. If we find anything good in other countries, we should certainly take it.

- (i) What do people think in every country?
 - (ii) What do many Indians imagine?
 - (iii) What we must do?
 - (iv) In what respect is India in a bad way today?
 - (v) What should we throw away?
 - (vi) What should be our attitude towards other country?
 - (vii) Use the following phrases in your own sentences.
 - 1) in a bad way
 - 2) think no less
 - (viii) What is the opposite of:
 - 1) unhappy
 - 2) joy
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