



Hi-Tech Institute of Engineering and Technology, Ghaziabad
Department of Polytechnic
MODEL PAPER -1 (2023-24)
Course :- Polytechnic Ist Year
Branch:-M.E/E.E./C.E./CSE/F.D
Subject :-COMM. SKILLS -I

Faculty's Name :- Pooja Sharma

SEM:-1ST.

Max.Marks:50

Time:-02.30hrs.

- Instructions:**
1. *Be precise to your answer.*
 2. *Assume missing data suitably, if any.*

QUESTION NO.-1

Attempt any three of the following questions.

(3x4=12)

A	What do you mean by Verbal Communication?
B	Discuss the tools of Communication.
C	Define Communication and its process.
D	What is the importance of Communication?
E	What are the barriers of Communication and how to overcome them?

Question 2

A	Define Adverb with two examples. (1+1=2)
B	Fill in the blanks with correct form of the verb (4x1=4) a) He (go) to the temple daily. b) I wish I (be) famous. c) The sun (rise) in the east. d) My father (has/have) been working in this institute since 2020.
C	Change the following sentences in passive -voice. (4x1=4) a) You will have started the job. b) The boy will play the match. c) Children like sweets. d) You must take the patient to hospital.
D	Punctuate the following: (2x1=2) I said to ram i have done nothing wrong.

E. Change the following sentences in direct speech or indirect speech (4x1=4)

- a) He said, "The sun rises in the east".
- b) The teacher said to the boys, "Do not make a noise"
- c) The teacher asked the boy where his book was (direct speech)
- d) Father told me that she had bought a book for me.

Question 3

A Read the following passage carefully and answer the questions that follow. (8)

It was Gandhiji who first advised his countrymen to utilize wealth for the sake of human service rather than for personal comfort. Vinobaji has acted upon this to the letter. He has no possession beyond a spinning wheel and a few home spun cloths. Hundreds of people have offered him their cars so that he could move quickly from village and he could get more work done. But Vinobaji courteously returned such offers as the peasants cannot afford cars. Recently when attacked with severe malaria, he refused to be treated with quinine since the peasants could not afford it. It is then, no wonder that seeing his elderly saint slowly but surely running his health in their service, these same peasants should hold him in veneration. Do the present leaders follow Gandhiji or Vinobaji? No, not to all, they are busy in amassing immense wealth for their sons and for coming generations. What a change

- (i) What did Gandhiji advise his countrymen?
- (ii) How has Vinobaji acted upon the advice of Gandhiji?
- (iii) Why did people offer their Cars to Vinobaji?
- (iv) How are the present leaders busy?

Question 4

A Write a short story based on the picture given below: (8)



Or

Write a paragraph on any one of the followings:

- a. Corruption
- b. Discipline
- c. Health is Wealth

B Write a notice for inviting the students on Annual Function. (6)

Or

You are Rohit /Reena, you have lost a wrist watch. Write a notice informing about the lost of your watch.