



Hi-Tech Institute of Engineering and Technology, Ghaziabad
Department of Polytechnic
MODEL PAPER -2 (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	Difference between formal and informal Communication.
B	What is the importance of communication? Discuss in detail.
C	What do you mean by Gesture Communication?
D	Define communication and give its definitions.
E	How can we make the communication effective by using non- verbal communication?

Question 2

A	Define Noun & Pronoun with two examples. (1+1=2)
B	Fill in the blanks with correct form of the verb (4x1=4) a) He (do/does) not go to the temple daily. b) Do you (play/plays) hockey? c) The sun (set) in the west. d) The doctor has (treat) the patient.
C	Change the following sentences in passive -voice. (4x1=4) a) Was Rohit writing homework? b) Had Sachin played cricket? c) Who wrote this letter? d) Open the door.
D	Punctuate the following: (2x1=2) when did you leave school rajan asked the principal.

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

- a) He said, "I am not a thief".
- b) The teacher said to the boys, "they are working hard"
- c) He says, "I am a little bit nervous."
- d) They said, "We take yoga classes".

Question 3

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

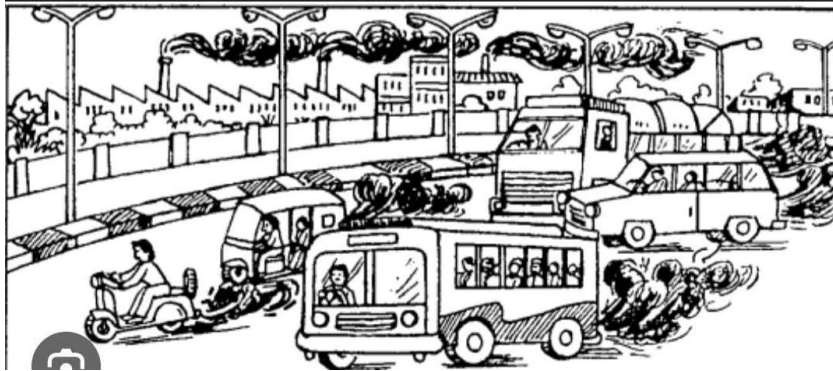
When night came, I lay down upon the grass, but I could not sleep an hour at a time. My mind was so filled with the fear of being alone in so lonely a place. After spending a great part of the night in anxiety, I got up and walked among the trees, but not without fear of danger. When I had gone after further into the Island, I saw an old man, who to me seemed very weak and feeble. I asked him what he did there. but instead of answering me, he made a sign for me to take him upon my back and carry him over the stream. I thought he was really in need of my help, so I took him upon my back, and having carried him over, back him get down.

Questions:

- (i) Why could the author not sleep on the grass for any length of time?
- (ii) Whom did he see in that lonely Island?
- (iii) What did the old man want him to do?
- (iv) How did the author help the old man?

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. Green city, clean city.
- b. The role of society.
- c. Corruption.

B Write a notice to invite the students for Inter School Chess Competition. (6)

Or

You are Sumit / Reena, you have found a laptop-bag. Write a notice to inform about the same.