

Communication Skills-English (311303)

Question Bank

Q. 01. Attempt Any Three of the following (12 Marks)

1. Use Correct homophone and rewrite the sentence.

- a) The principle of the college was present for the meeting.
The principal of the college was present for the meeting.
- b) Printam's leg was heart in an accident.
Printam's leg was hurt in an accident.
- c) Ram is very week.
Ram is very weak.
- d) Dhoni always plays cricket with jest.
Dhoni always plays cricket with zest.
- e) I request you to revel the secret.
I request you to reveal the secret.
- f) The soldiers show a lot of metal during wars.
The soldiers show a lot of mettle during wars.
- g) The goods train is stationery.
The goods train is stationary.
- h) No deserts were served after the dinner.
No desserts were served after the dinner.
- i) Students should decide their gaol by the age of 16.
Students should decide their goal by the age of 16.

2. Write phonetic transcription of following words.

- a) Computer / kəm'pjʊ:tə (r) /
- b) Chair / tʃeə (r) /
- c) Cup / kʌp /
- d) Hand / hænd /
- e) Thought / θɔ:t /
- f) Cash / kæʃ /

3. Your friend is going to deliver a speech. Prepare a guideline for him/her on the following factors.

- a) Dressing and appearance
- b) Facial expression and Eye contact
- c) Gesture, Posture and Vocalics

Ans :

a) Dressing and appearance

- 1. Wear a well pressed dress.
- 2. Do not wear gaudy dress
- 3. Appearance should be good - hair combed, shoes properly polished etc.

b) Facial expression and Eye contact

- 1. Change facial expressions according to the situations
- 2. Keep a smile on your face while giving a presentation.
- 3. Maintain eye contact while speaking with the audience

c) Gesture, and Posture

- 1. Use gestures in accordance with verbal messages.
- 2. Use proper posture i.e. Don't droop shoulders, avoid crossing legs etc

4. Describe Following picture.



In the image, a group of men are hard at work, focused on a communal construction task. They are using shovels to move a pile of gravel or cement mix, which suggests they are working on a project related to building or repairs. The men, dressed casually in t-shirts, jeans, and caps, are visibly engaged in manual labour. They appear to be collaborating closely, each contributing to the physical task at hand. In the background, a modest house with colourful walls

and trees gives the setting a rural or suburban feel, reinforcing the idea of a community effort. A motorcycle is parked nearby, possibly indicating transportation for the workers or tools. The overall atmosphere conveys a sense of teamwork and determination as the men work together on their project outdoors.

5. Describe the Following picture.



In this image, a competitive football game is taking place, with three players fully engaged in the action. Two players in red and yellow jerseys are actively trying to intercept the ball, while the player in gray, with the number 31 on his shirt, is attempting to control or pass it. The intensity of the match is clear from the players' body language—arms raised, legs stretched, and expressions focused.

The ball is just above the ground, suggesting quick movement and an effort to maintain control. The scene takes place on a green field, with the game likely happening under bright, clear weather. The background shows a few blurred figures, indicating that the match may be happening in a practice setting or during a less formal competition. The image captures the speed, focus, and physicality of the sport.

6. Describe the Following picture.



In this image, three young people are engaged in an outdoor study session or group activity. On the left, a young man is writing on a piece of paper, fully focused on his task, while sitting at a table with his belongings nearby. In the centre, a young woman, standing and smiling, is holding what seems to be a card or a phone, possibly preparing to assist or document something. On the

right, another woman sits at the table, smiling and working on a laptop. The setting appears to be on a university or college campus, given the building structure and outdoor courtyard with brick walkways and benches in the background. The image conveys a relaxed, collaborative environment where the students are working together, possibly on a project or assignment.

Q. 02. Attempt Any Three of the following : (18 Marks)

1. **Draft a speech for farewell function of Mr. Pawar, Manager of Production Department of Apex Company, Mumbai, who is retiring this month end.**

Ans:

Good afternoon ladies and gentleman! Today we have gathered here for bidding farewell to Mr. Pawar, Manager of Production Department of our Apex Company, Mumbai.

He has put in total 19 years of service as a worker and 05 years as a manager in the Production department of our company. He has worked with enthusiasm and devotion and contributed positively for the development of the Production department and our company as well. He shared a good rapport with workers. He will retire this month end after putting 24 years of dedicated service.

I wish him good health, peace of mind and lots of happiness in the years to come.

Once again I take this opportunity to wish Mr. Pawar a happy retired life.

May god bless you with good health and a long life.

Thank you.

2. **Draft a speech to introduce the chief guest for the first year induction program organised by the institute**

Ans:

Good Morning one and all present here!

It is my honour to introduce Dr. R. S. Kamthe, today's Chief Guest for the First Year Induction Program organised by ABC Technical Institute, Pune. He has completed Ph.D. in 'Solar Energy Resources' from IIT, Mumbai. He has completed B.E. in Electrical Engineering from IIT, Mumbai.

He has been working in R. K. Electrical Ltd. as a Manager since 2014. He was conferred 'The Most Enthusiastic Employee Award' of the year 2018 by R. K. Electrical Ltd. He is also associated with well known companies as a mentor.

So everyone, please put your hands together for Dr. R. S. Kamthe.

Sir, I request you to take over the proceedings.

Thank you

3. Draft vote of thanks for the seminar organised on 'e-learning resources' for the first year students.

Ans:

Good evening all!

As all good things come to an end in life, so is the seminar. On behalf of our Institute, I take this opportunity to propose a vote of thanks to those who have directly and indirectly contributed to this seminar on 'e-learning resources' conducted for first year students.

At the outset, I thank our chief Guest Mr. Sudeep Khanna. We are really enlightened with your knowledge and presence. We are thankful to our honourable Founder President and Founder Secretary for their motivation.

I would like to thank our Principal for his enthusiastic support. A special thanks to the organising committee, teaching and non teaching staff for their unflinching support and coordination. thanks to great audiences for active participation.

With these warm words and a kind message, we move to the end of today's seminar.

Thank you

4. Draft a welcome speech for the Personality Development Workshop organised by your company

Ans:

Good Morning ladies and gentlemen.

Welcome to the workshop on 'Personality Development organised by our company.

I take this opportunity to welcome Mr. Deepak Kumar, Manager, D. K. Company Ltd. for this workshop today.

It is an honour and a privilege for us, sir, to have you with us today.

I also welcome all the dignitaries on the dais, off the dais and my dear friends.

Once again I welcome all of you for this function.

Hope you have a great time.

Thank You!

- 5. Write a Diary Entry on : You recently visited an 'Orphanage' in Pune with your classmates. Make a diary entry of what you saw and experienced there.**

08/11/2024

Saturday

10.00 pm

Dear Diary,

Today was a profoundly moving day as my classmates and I visited an orphanage in Pune. The resilient spirit of the children touched my heart deeply. Despite their challenging circumstances, their smiles radiated warmth and hope. Interacting with them during various activities revealed their strength and resilience. The caretakers' dedication was inspiring. We played games, shared stories, and brought a bit of joy to their lives. Witnessing the sense of community and love within the orphanage left me reflective. Today, I learned that kindness knows no bounds, and it's our shared responsibility to uplift those around us.

Thoughtfully,
Ajay

- 6. Write a Diary Entry on : It was the first day of your new college. Make a diary entry describing your first-day experience in your new college.**

08/11/2024

Saturday

10.00 pm

Dear Diary,

Today marked the beginning of a new chapter in my life as I stepped into my new college. The nervous excitement fluttered in my stomach, but the welcoming atmosphere quickly eased my worries. From the friendly faces in the orientation to the vibrant campus buzzing with activity, I felt a sense of belonging. Making new friends during ice-breaker sessions and exploring the campus added to the thrill. Professors introduced themselves, creating an engaging learning environment. As I walked back home, I couldn't help but feel a mix of anticipation and eagerness for the exciting journey ahead. Here's to embracing the adventure of college life!

Excitedly,
Ajay

7. You are Kanta/Raman. You have experienced an unusually happy day in your life. Record your feelings in a diary entry of about 100 words.

08/11/2024

Saturday

10.00 pm

Dear Diary,

Today was an unusually happy day, and I can't help but pen down my overflowing joy. From the morning sun casting a warm glow to the laughter shared with friends, every moment felt like a blessing. The simple pleasures, the unexpected kindness, and the genuine smiles created a tapestry of happiness. It's as if the universe conspired to make today exceptional. I find myself grateful for the smallest joys that made my heart light. This day will forever be etched in my memory as a reminder that happiness can be found in the simplest of moments. Gratitude fills my heart tonight.

Warmly,
Raman

8. Read the following passage carefully and answer the questions given below.
(Any Unseen passage will be asked)