

COMMUNICATION SKILLS - I**Time : 2.30 Hours]****[Maximum Marks : 50****[Minimum Marks : 17****NOTES :**

- i) Attempt **all** questions.
- ii) Use of Pager and Mobile Phone by the students is not allowed.

Q1) Answer any three of the following questions :**[3 × 4 = 12]**

- a) What are various types of formal communication?
- b) What do you understand by oral communication? Discuss its merits and demerits.
- c) What is meant by psychological barriers to communication?
- d) Describe the process of communication with a neat diagram.
- e) How to overcome organizational barriers in communication? Discuss with an example.

Q2) a) What are demonstrative adjectives? Discuss with two examples.**[1 + 1 = 2]****b) Fill in the blanks with correct form of the verbs given in the brackets in the following sentences :****[4 × 1 = 4]**

- i) The students (give) answers to all my questions.
- ii) It seldom (rain) here in March.
- iii) Have you ever (see) such a beautiful scene?
- iv) I (read) this book since last week.

c) Change the following sentences as directed against each :**[4 × 1 = 4]**

- i) Have they left the apartment? (Passive Voice)
- ii) Please help me. (Passive voice)
- iii) By whom are you taught history? (Active Voice)
- iv) The thief was arrested by the police (Active Voice)

d) Punctuate the following :**[2]**

my brother and I like watching cricket football and tennis

e) Change the following sentences as directed against each :**[4 × 1 = 4]**

- i) He said, I will be there at 2 P.M." (Indirect Speech)
- ii) Priya said to me, "could you call me back later?" (Indirect Speech)
- iii) I asked if he was waiting for the shop to open. (Direct speech)
- iv) Raman ordered Nisha to not let anybody in. (Direct Speech)

Q3) Read the following passage carefully and answer the question that follow it :

Man does not live by food alone. Water is vital to human health and fitness. Although it is not a nutrient per se as are carbohydrates, fats, proteins, vitamins and minerals. It, in fact, is a key nutrient as no life is possible without it. Whereas we can do for weeks without food, we cannot live without water longer than a couple of days. Water approximates 60 percent of the body weight of human adults. The total amount of water in a man weighting 70 kilograms is approximately a little over 40 liters. It is an excellent solvent - more substances are soluble in water than in any other liquid known so far. This makes it an ideal constituent of the body fluids which sustain life-supporting chemical reactions. It dissolves varied products of digestion and transports them to the rest of the body. Likewise, it dissolves diverse metabolic wastes and helps drain them out of the body. An important role of water is to distribute/dissipate the body heat efficiently, thereby regulating body's temperature. Water accomplishes this role ideally because it has high thermal conductivity ensuring rapid heat transfer from one part to the other. Drinking a lot of water is an inexpensive way to stay healthy. Even excess of water is harmful, water therapy - drinking a litre or so the first thing in the morning is kidney-friendly.

- a) Why is water vital to human health and fitness? [1]
- b) What makes water an ideal constituent of body fluids? [1]
- c) How is water able to regulate body temperature? [1]
- d) Which activity is considered a water therapy? [1]
- e) Give antonyms of the following words : [1 + 1 = 2]
- i) distribute
- ii) harmful
- f) Give synonyms of the following words : [1 + 1 = 2]
- i) Sustain
- ii) regulate

Q4) Write a short story based on the picture given below :

[8]



OR

Write a paragraph on any one of the following :

- a) All that glitters is not gold.
- b) Actions speak louder than words.
- c) A journey of a thousand miles begins with a single step.

Q5) As the Head Boy/Head Girl of your school, draft a notice inviting participation of students for an inter-school debate competition being organised by your school. [6]

OR

As a principal of ABC school, draft a notice informing students of the change in school timings. State valid reasons for the change.

