Total No. of printed pages = 7

END SEMESTER REGULAR EXAMINATION

JANUARY-2025

Semester : 1st

Subject Code : HS-101

COMMUNICATION SKILLS IN ENGLISH

Full Marks – 60

Time –Three hours

The figures in the margin indicate full marks
for the questions.

Instruction :

- *All* questions are compulsory.

1. Fill in the blanks :   1×5=5

   (a) _____ sentences express commands and requests.

   (b) Anything that we can see around us and can be named are called _____.

   (c) A nominal compound is a combination of two or more words that combine to form a _____.

   (d) Someone who designs and creates websites is called a _____.

[Turn over

(e) When we change from direct speech to indirect speech, 'today' becomes _____ .

2. Write True or False : 1×5=5

(a) A formal email has maximum 5 paragraphs.

(b) The word 'homonym' is derived from the French word 'homonymos'.

(c) The perfect handshake lasts for 9 secs.

(d) Reading comprehension is a skill that can be achieved with practice and focus.

(e) In a biodata there is no limit to the number of pages.

3. Choose the correct answers : 1×5=5

(a) When we want to introduce a list, we use

   (i) semicolon   (ii) colon

   (iii) apostrophe   (iv) exclamation mark

(b) Which is not a positive body language ?

   (i) smile   (ii) eye contact

   (iii) gestures   (iv) standing straight

(c) Which is a negative body language ?

    (i) Breaking knuckles

    (ii) Using fillers

    (iii) Biting your nails

    (iv) All of the above

(d) What particulars are *not* included in a resume ?

    (i) Birthdate   (ii) Gender

    (iii) Address   (iv) All of these

(e) Which is a professional font ?

    (i) 12   (ii) 13

    (iii) 14   (iv) 16.

4. Do as directed :   1×10=10

(a) He said, "I don't want to hurt the cat." (Change into Indirect speech)

(b) English is spoken in the US. (Change the voice)

(c) Open the door. (Convert into Assertive sentence)

(d) The teacher wrote the Principal a letter. (Underline the subject in the sentence)

(e) My father likes to swim. (Underline the noun in the sentence)

(f) He is a good person. (Change into Interrogative sentence)

(g) You are a great fool. (Change into Exclamatory sentence)

(h) "Our mom came yesterday," my sister said. (Change into Indirect speech)

(i) Rohini was as wise as Reena. (Change into Negative sentence without changing the meaning)

(j) What a beautiful portrait ? (Change into Assertive sentence)

5. Choose the correct verb that agrees with the subject in the following sentences :   1×5=5

(i) Ram as well as his friends is/are here.

(ii) Everyone has/have been to the Zoo at some point in life.

(iii) A pair of my glasses was/were lost in the market.

(iv) Some of the flowers is/are used for decoration.

(v) Neither the wife nor her brothers is/are at fault.

6. Give the adjective forms of the following verbs : Crime, Fable, Father, Earth.   ½×4=2

7. Give the noun forms of the following verbs :

    Choose, Destroy, Prepare, Solve.   ½×4=2

8. Write a job application for the job of a Junior engineer in Engineering Solutions Pvt. Ltd., Panbazar, Guwahati 781001. Complete it with a Cover Letter and a Resume.   2+2+2=6

9. Write an email to your boss seeking a leave for 5 days to attend your sister's marriage. Invent all details.   5

10. Write a paragraph on any *one* of the following :
    5

    (a) Life in a city

    (b) Pollution in Guwahati

    (c) New Construction of Flyovers in Guwahati and its disadvantages.

11. What is body language ? 2

12. Punctuate the following : 1×3=3

(i) the students must bring the following things to school books eraser ruler and a tiffin.

(ii) it is Mr Sharmas sons birthday.

(iii) Close the door after you enter he said.

13. Read the passage below and answer the following questions : 5

There is a Persian story that a great King once consulted the astrologers and was told that happiness can be ensured by wearing the shirt of perfectly happy man. The court and all the prosperous classes in the country searched in vain. But so such man could be discovered. At last, a labourer coming from his work was found to fulfill the condition ; he was absolutely happy. But alas! The remedy was as far off as ever. The man had no shirt.

(a) Why did the king consult the astrologer ? What was his advice ? 1+1=2

(b) Did the king find a perfectly happy man ?

1

(c) Who was the man who was found to be absolutely happy ?

1

(d) "The remedy was as far off as ever." What is the meaning of this line in the passage ?

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