

Name. _____		Printed Pages:01		
Student Admn. No.: _____				
School of _____ Summer Term Examination – July - August 2024 [Programme: Diploma (All)] [Semester: I) [Batch:]				
Course Title: Basic communication and computer skills		Max Marks: 100		
Course Code: N1DF102B/ N1DF106B/SLPC1003		Time: 3 Hrs.		
Instructions:	1. All questions are compulsory. 2. Assume missing data suitably, if any.			
		K Level	COs	Marks
SECTION-A (15 Marks)		5 Marks each		
1.	Define communication.	K1	CO1	5
2.	Define report writing.	K1	CO4	5
3.	Outline the format of formal letter writing.	K2	CO3	5
SECTION-B (40 Marks)		10 Marks each		
4.	Explain the parts of speech with examples.	K2	CO2	10
5.	Identify and discuss various barriers to communication.	K3	CO1	10
6.	Choose and insert the correct preposition in the following sentences: 1. The soldiers are ___ war. (in/at) 2. This shop doesn't have the toys I was looking ___. (up/for) 3. The teacher divided the sweets ___ all the children. (between/among) 4. The dog jumped ___ the sofa. (on/in) 5. The Sun will not rise ___ 6 o'clock. (before/since) 6. Bruce did not fare well ___ his examination. (in/at) 7. The dog is grateful ___ its owner. (to/for) 8. I will have completed my task ___ Friday. (till/by) 9. The scientist looked ___ the microscope. (through/in) 10. The boy ___ the store is quite young. (at/on)	K3	CO2	10
7.	Explain the four types of Paragraph.	K4	CO4	10
SECTION-C (45 Marks)		15 Marks each		
8.	Analyze the stages of the communication process with the help of a flow chart.	K4	CO1	15
9.	Infer and write the rules for converting active voice to passive voice.	K6	CO2	15
10	Construct a paragraph on the following topic: Contribution of Technology in Education	K6	CO3	15