

REMEDIAL ASSIGNMENT

**SUBJECT - COMMUNICATION SKILLS IN
ENGLISH**

SUBJECT CODE - DIO1000031

**SEMESTER: I
ALL BRANCHES**

Name of the Student-

Roll No./ Enrolment Number-

Department & Div.-

Que. 1 Answer the following questions in two-three sentences. (CO 1) (Marks 6)

1. How many steps of communication are there? Enlist them.
2. What is encoding and decoding in communication process?
3. Explain the basic communication model in short. (SMCR Model)

Que. 2 Do as directed. (CO 2) (Marks 12)

1. Rohan can drive his car. (Identify the underlined part of speech)
2. Ankit is my friend. (Identify the underlined part of speech)
3. Don't run fast. (Identify the underlined part of speech)
4. These are fresh fruits. (Identify the underlined part of speech)
5. I was absent. I went on picnic. (Join the sentences with proper conjunction)
6. Work sincerely. You will get good job. (Join the sentences with proper conjunction)
7. I _____ (write) an e-mail yesterday. (Use proper form of the given verb in blank.)
8. My father always _____ (help) me. (Use proper form of the given verb in blank.)
9. They _____ (appear) in exam tomorrow. (Use proper form of the given verb in blank.)
10. When the guests came, I _____ (do) my work. (Use proper form of the given verb in blank.)
11. The class/ is/ silent. (Identify the sentence pattern)
12. Madhav/ likes/ music. (Identify the sentence pattern)

Que. 3 Write short notes on the following: (CO 3) (Marks 6)

1. Describe Bob's appearance.
2. Describe the ravine.

Que. 4 E-mail Writing. (CO 4) (Marks 6)

You are Raghav Sen, Tour In-charge of Blossom Public School, Rajkot. During the summer vacation, you are planning a tour to Rajasthan. Write an e-mail to The National Travel Agency, Rajkot, enquiring about the charges, facilities and other necessary details.