

**SIR BHAVSINHJI POLYTECHNIC INSTITUTE,
BHAVNAGAR**

ASSIGNMENT

**SUBJECT-COMMUNICATION SKILLS IN
ENGLISH**

SUBJECT CODE-4300002

SEMESTER: I

ALL BRANCHES

PREPARED BY:

**Dr. D. A. MARU
LECTURER IN ENGLISH**

**R. P. DUDHREJIYA
LECTURER IN ENGLISH**

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Name of the Student-_____

Roll No./ Enrolment Number-_____

Department-_____

Division-_____

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COURSE OUTCOMES (COs)

CO1	Use strategies to minimise barriers of effective communication.
CO2	Construct grammatically correct sentences.
CO3	Develop reading and listening skills in terms of fluency and comprehensibility.
CO4	Compose different types of written communication.
CO5	Communicate orally in a given situation with a purpose

SR. NO.	ASSIGNMENTS WITH COURSE OUTCOMES	CO-STATEMENTS	MARKS	Marks Obtained	Sign of Faculty
1	THEORY OF COMMUNICATION (CO1) Level - 1,2,3	Use strategies to minimize barriers of effective communication skills	15		
2	GRAMMAR (CO2) Level - 1,2,3	Construct grammatically correct sentences	35		
3	PROSE AND POETRY (CO3) Level - 1,2	Develop reading and listening skills in terms of fluency and comprehensibility.	30		
4	TECHNIQUES OF WRITING (CO4) Level - 1,2,3	Compose different types of written communication	20		
		Total	100		

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ASSIGNMENT-1
THEORY OF COMMUNICATION (CO1)
(TOTAL MARKS 15)

Q-1 Choose the correct answer and write full sentence. **(04 marks)**

- 1) E mail, SMS, letters are examples of _____ communication.
(oral, written, non-verbal)

Ans.

- 2) The message, transferred through a channel, can be interrupted by _____.
(encoder, voice, noise)

Ans.

- 3) _____ ensures successful communication. (Feedback, Decoding, Encoding)

Ans.

- 4) When communicate verbally, we should use _____. (Confusing words, simple words, abbreviations)

Ans.

Q.-2 A. ANSWER THE FOLLOWING QUESTIONS (6 marks)

1) Explain the concept of effective communication.

Ans. _____

2) What does verbal communication mean? Give two examples.

Ans. _____

3) What is paralanguage? Give example.

Ans. _____

Q.-2 B. Write Short notes on:

(05 marks)

1. Basic Model of Communication (With diagram)

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2. Barriers to Effective Communication

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ASSIGNMENT-II

GARAMMAR (CO2)

(TOTAL MARKS 35)

Q-1 DO AS DIRECTED

(10 marks)

- 1) India is our country. (Identify noun/nouns)

Ans. _____

- 2) Mr. Mehra received the award. _____ was awarded for his sincerity.
(Use proper pronoun)

Ans. _____

- 3) **Read** this passage and **answer** the following questions. (Identify the underlined parts of speech)

Ans. _____

- 4) They ate juicy mangoes in hot summer days. (Identify adjective/adjectives)

Ans. _____

- 5) Play well. You will lose the match.
(Use proper connector to make one meaningful sentence)

Ans. _____

6) They are talking slowly. (Identify sentence pattern)

Ans. _____

7) Each of the bags (weigh/weights) 10 kg. (Rewrite the sentence with correct verb)

Ans. _____

8) He is unique. (Identify sentence pattern)

Ans. _____

9) Many people died ____ Hunger. (Use proper preposition)

Ans. _____

10) The trouble with these guys (is, are) their rustic approach.
(Rewrite the sentence with correct verb)

Ans. _____

Q- 2 Fill in the blanks with appropriate forms of the given verbs and rewrite the sentence.

(15 marks)

1) The earth_____ on its own axis. (rotate)

Ans._____

2) When we reached at their place, they _____ a movie. (watch)

Ans._____

3) Listen, someone _____ in the class. (sing)

Ans._____

4) He _____ Hollywood movie yet. (not watch)

Ans._____

5) The driver _____ a car for last three hours. (drive)

Ans._____

6) We _____ grammar at the moment. (do)

Ans. _____

7) My mother me a wonderful story last night. (tell)

Ans. _____

8) We _____ the house before they arrived. (leave)

Ans. _____

9) They the zoo next Sunday. (visit)

Ans. _____

10) He _____ recently _____ the book. (publish)

Ans. _____

11) Tomatoes us with vitamin C (supply)

Ans. _____

12) I _____ a mail before the manager arrived. (send)

Ans. _____

13) Keep quiet, the students _____ for examination. (prepare)

Ans. _____

14) _____ you _____ a meeting yesterday? (attend)

Ans. _____

15) My mother _____ in this institute for twenty years. (work)

Ans. _____

Q-3 A. Fill in the blanks with proper MODALS given in the brackets.

(05 marks)

- 1) He tried hard but _____ not lift it. (can, could, would)
- 2) _____ you get a wonderful result! (Can, Would, May)
- 3) Tina _____ apologize her friend for misbehave. (must, should, may)
- 4) One _____ carry out government orders. (should, must, might)
- 5) _____ you help me in completing this work? (Would, May, Might)

B. Fill in the blanks with proper modal auxiliary defining the intention given in the bracket.

(05 marks)

- 1) _____ all your dreams be fulfilled! (wishes/blessings)
- 2) You _____ wear a seatbelt while driving a car. (compulsion)
- 3) _____ you switch off the fan, please? (polite request)
- 4) He worked very hard but _____ not crack JEE Advanced. (past ability)
- 5) I _____ like to have rest today. (preference)

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ASSIGNMENT-III

PROSE AND POETRY (CO-3)

(TOTAL MARKS 30)

Q-1 Match column A with B and write correct answers. (04 marks)

A	B
1. a nature reserves	1. Queer
2. small smooth stones	2. drizzle
3. the clearing or thinning of the forest	3. scar
4. a person who watches a show or game	4. tireless
5. a mark left on the skin due to an injury	5. sanctuary
6. light rainfall	6. fragments
7. a set of straps to fasten animal to the cart and is controlled by the driver	7. pebbles
8. strange, unusual	8. harness
	9. deforestation
	10.spectator

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Q-2 A. Answer the following questions in one sentence (06 marks)

1) Why had the ravine become a little heaven for wildlife?

Ans.

2) What are the sounds heard by the poet in 'Stopping by Woods on a Snowy Evening'?

Ans.

3) Where did Jimmy and Bob meet last before twenty years ago?

Ans.

4) What according to the poet will surprise the horse?

Ans.

5) What happened when the author clapped his hands on seeing the leopard?

Ans.

6) Give synonym of “Friend” and antonym of “Deep”.

Ans.

B. Answer the following questions.

(12 marks)

1) What did Bob share with the cop about their friendship?

2) What promises do you think Robert Frost has to keep?

3) What was the author's attitude towards men?

4) Why was Bob waiting for his friend Jimmy after Twenty Years?

5) Why were the shikaries roaming in the forest?

6) What does a poet say about the owner of the woods?

Write Short notes on:

(8 Marks)

- 1) Write the central idea of the poem 'Stopping by Woods on a Snowy Evening'
(03)

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2) End of the Story 'After Twenty Years'

(03)

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3) The appearance of Bob-the criminal and Jimmy-the policeman. (02)

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ASSIGNMENT-IV

TECHNIQUES OF WRITING (CO4) (TOTAL MARKS - 20)

- 1) The Book Store in your college requires 20 copies of Oxford Advanced Dictionary. Draft an email to place an order for it. (6 marks)

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- 2) You have placed an order for 15 HP scanners to National Systems Limited, but received only 12 scanners. Draft an email to the supplier complaining about it. (6 marks)

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3) Write a paragraph on a famous Indian personality of your choice.

(4 marks)

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(4) Write a paragraph on hazards of plastic usage. (4 marks)

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