

**SIR BHAVSINHJI POLYTECHNIC INSTITUTE,  
BHAYNAGAR**

**ASSIGNMENT**

**SUBJECT-COMMUNICATION SKILLS IN  
ENGLISH**

**SUBJECT CODE- DI01000031**

**SEMESTER: I  
ALL BRANCHES**

**PREPARED BY:**

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**Name of the Student-**\_\_\_\_\_

**Roll No./ Enrolment Number-**\_\_\_\_\_

**Department-**\_\_\_\_\_

**Division-**\_\_\_\_\_

**Term-**\_\_\_\_\_

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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. Model of Communication with diagram (S+E+C+D+R+N+F)

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## 2. Barriers to Effective Communication

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# **ASSIGNMENT-II**

## **GRAMMAR (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 appropriate 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)

- 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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