

**R.N.G.PATEL INSTITUTE OF TECHNOLOGY-RNGPIT**  
(An Autonomous Institute U/s UGC Act 1956)

**IMSc-IT SEMESTER-I, SEMESTER END EXAMINATION – WINTER 2025**

**SUBJECT CODE: 2BS101**

**DATE: 17-12-2025**

**SUBJECT NAME: COMMUNICATION SKILLS -1**

**TIME: 11:00 AM to 01:30 PM**

**TOTAL MARKS: 70**

**Instructions**

1. It is **compulsory** for students to write **Enrolment No. /Seat No.** on the question paper.
2. Write answers of **Section A** and **Section B** in **separate answer books**.
3. Attempt all questions from both **Section A** and **Section B**.
4. Each section carries **35 marks**, with a total of **70 marks** for the examination.
5. The figures to the right of each question indicate full marks, make suitable assumptions with justification.
6. BL - Cognitive Level (As per Revised Bloom's Taxonomy) (R-Remember, U-Understanding, A –Application, N –Analyze, E – Evaluate, C -Create), CO - Course Outcomes.

**SECTION A**

	Marks	BL	CO
<b>Q.1 (a) Change the voice for the following sentences.</b> 1. You should read newspaper to improve your general knowledge. 2. Rahul had finished his homework before his father came. 3. Somebody has invited me to the party.	<b>03</b>	<b>U</b>	<b>1</b>
<b>(b) Choose the correct verb from the parentheses and rewrite the following sentences.</b> 1. His use of clauses and connectors (are, is) appealing. 2. None of the gas (have, has) been consumed. 3. Apple pie and custard (is, are) my favorite dish. 4. The Thirty-Nine steps (was, were) written by John Buchan.	<b>04</b>	<b>U</b>	<b>1</b>
<b>Q.2 (a) Give synonyms of following words:</b> 1. See 2. Enormous 3. Eager	<b>03</b>	<b>U</b>	<b>2</b>
<b>(b) Explain clipping in detail.</b>	<b>04</b>	<b>R</b>	<b>2</b>
<b>(c) Write full forms of the following abbreviations:</b> 1. VIP 2. PTO 3. IMSC IT 4. DOB 5. CC 6. BCC 7. PhD	<b>07</b>	<b>U</b>	<b>2</b>

**OR**

- Q.2 (a) Give antonyms of:** **03 U 2**  
1. Asleep 2.gloomy 3.accept
- (b) Explain blending and borrowing.** **04 R 2**
- (c) Tabulate the following terms/words in the four relevant columns of Compounding, Clipping, Blending, Suffix, Prefix, Abbreviations and Acronyms.** **07 U 2**  
1. Kindness  
2. Blueberry  
3. Gas  
4. Mocktail  
5. Flu  
6. ISRO  
7. Vs.

- Q.3 (a) What are the qualities of good precis?** **03 A 3**
- (b) Make a precis of the given paragraph and give the suitable title.** **04 A 3**

Effective communication is the key to success in both personal and professional life. It involves not only speaking clearly but also listening attentively and understanding others' perspectives. Good communication builds trust, prevents misunderstandings, and strengthens relationships. In workplaces, it enhances teamwork, boosts productivity, and creates a positive environment. Therefore, mastering the art of communication is essential for achieving goals and building meaningful connections in every field.

- (c) Read the passage carefully and answer the following seven questions:** **07 A 3**

**Importance of Cybersecurity**

With the increasing use of technology, cybersecurity has become a major concern for individuals and organizations. Every day, people share sensitive information such as passwords and bank details online. Cybercriminals use various techniques like phishing emails or malware attacks to steal data.

To stay safe, users must create strong passwords, avoid clicking unknown links, and keep their software updated. Organizations should train their employees about cyber threats and use secure networks.

Cybersecurity is not only about technology; it is also about awareness and responsible online behavior. A single careless click can expose an entire system to risk.

**Answer the following questions referring the passage:**

- (i) Fill in the blanks:**

- Cybersecurity protects people and organizations from \_\_\_\_\_.
- Cybercriminals often use \_\_\_\_\_ and \_\_\_\_\_ to steal data.
- Users must avoid clicking on \_\_\_\_\_ links.
- A single careless \_\_\_\_\_ can expose the system to risk.

**(ii) True or False:**

- Cybersecurity depends only on strong technology and not on awareness.
- Organizations should train employees to identify online threats.

**(iii) Find the synonym:**

Find the word from the passage that means “danger or harm.”

**OR**

- |            |   |           |          |          |
|------------|---|-----------|----------|----------|
| <b>Q.3</b> | (a) What are the different steps to write precis?                               | <b>03</b> | <b>A</b> | <b>3</b> |
|            | (b) What are do's and don'ts for precis writing?                                | <b>04</b> | <b>A</b> | <b>3</b> |
|            | (c) <b>Read the passage carefully and answer the following seven questions:</b> | <b>07</b> | <b>A</b> | <b>3</b> |

**Time Management for Students**

Time management is one of the most essential skills for students in higher education. Many students struggle to balance their studies, assignments, and personal life. Planning the day with a to-do list helps in using time effectively. Prioritizing important tasks before leisure activities ensures that deadlines are met.

Poor time management often leads to stress and incomplete work. On the other hand, a well-planned schedule provides confidence and better results. Students who manage their time wisely tend to perform better academically and feel more satisfied.

**Answer the following questions referring the passage:**

**i) Fill in the blanks:**

- \_\_\_\_\_ helps students in using their time effectively.
- Prioritizing important tasks ensures that \_\_\_\_\_ are met.
- Poor time management leads to \_\_\_\_\_ and incomplete work.
- A well-planned \_\_\_\_\_ gives confidence and better results.

**(ii) State whether the statements are True, False, or Not Given:**

- Students who plan their time perform worse academically.
- Time management helps in reducing stress.

**(iii) Find the synonym:**

Find the word from the passage that means “**things that must be done before a specific time.**”

## SECTION B

		Marks	BL	CO
<b>Q.4</b>	<b>(a)</b> Punctuate the following sentences using full stops, commas, capital letters, and exclamation marks. 1. the teacher said honesty is the best policy 2. wow what a beautiful morning this is 3. after lunch we will visit the library and attend the seminar	<b>03</b>	<b>R</b>	<b>4</b>
	<b>(b)</b> Enlist and explain the types of sentences with relevant examples.	<b>04</b>	<b>U</b>	<b>4</b>
<b>Q.5</b>	<b>(a)</b> Write a Notice announcing a meeting of the college cultural committee for upcoming annual fest planning.	<b>03</b>	<b>A</b>	<b>5</b>
	<b>(b)</b> Demonstrate your understanding of mental health awareness among children by writing a 150-word paragraph highlighting its importance and ways to promote it.	<b>04</b>	<b>A</b>	<b>5</b>
	<b>(c)</b> Explain the email etiquettes that ensure clarity, professionalism, and courtesy in workplace communication.	<b>07</b>	<b>U</b>	<b>5</b>
<b>OR</b>				
<b>Q.5</b>	<b>(a)</b> Write a Report on the recently organized “Clean Campus Drive” in your institute.	<b>03</b>	<b>A</b>	<b>5</b>
	<b>(b)</b> Write a Formal Letter to the librarian requesting new books for the language laboratory.	<b>04</b>	<b>A</b>	<b>5</b>
	<b>(c)</b> Discuss the components of letter writing (heading, salutation, body, closing, etc.) in brief.	<b>07</b>	<b>U</b>	<b>5</b>
<b>Q.6</b>	<b>(a)</b> Prepare a Short Speech on the topic “The Power of Positive Thinking.”	<b>03</b>	<b>A</b>	<b>6</b>
	<b>(b)</b> Write a short Dialogue between two students discussing how to overcome stage fear.	<b>04</b>	<b>A</b>	<b>6</b>
	<b>(c)</b> Identify and discuss the obstacles/barriers to effective speaking in professional contexts.	<b>07</b>	<b>U</b>	<b>6</b>
<b>OR</b>				
<b>Q.6</b>	<b>(a)</b> Write a Short Speech on “The Importance of Communication Skills for Engineers.”	<b>03</b>	<b>A</b>	<b>6</b>
	<b>(b)</b> Compose a Dialogue between a student and a teacher discussing the significance of good pronunciation.	<b>04</b>	<b>A</b>	<b>6</b>
	<b>(c)</b> Explain the needs and importance of effective speaking in personal and professional life.	<b>07</b>	<b>U</b>	<b>6</b>