

## GUJARAT TECHNOLOGICAL UNIVERSITY

Communication Skills in English – 4300002

Answer Key – Winter – 2022

---

### Q. 1 Answer the following questions. (Any seven)

#### 1. What promise did Jimmy and Bob make twenty years ago?

**Ans.:** Jimmy and Bob promised to meet at the same place again exactly twenty years from that date and time, no matter what the conditions might be or from what distance they might have to come. They figured that in twenty years each of them ought to have their destiny worked out and fortunes made, whatever they were going to be.

#### 2. What kind of man was Bob?

**Ans.:** Bob is young and overambitious with a materialistic mentality. He goes to the west to earn wealth but in doing so he becomes a reckless lawbreaker who uses dishonest and illegal means to acquire wealth. However, Bob is a true, loyal and devoted friend of Jimmy.

#### 3. Why was Bob under arrest?

**Ans.:** Throughout the story, there is no mention what kind of crime Bob has committed. The policeman in plain clothes who arrested Bob simply mentioned that Chicago police informed regarding Bob's arrival to New York and wired them that they want to have a chat with Bob.

#### 4. Who does the poet address as 'thee' and 'my father'?

**Ans.:** The poem, "Where Mind is Without Fear" is a prayer by Rabindranath Tagore, offered to almighty God. Here, he describes his idea of free nation. Towards the end of the poem, he refers to God twice with the words like "thee" and "my father".

#### 5. What according to the poet will surprise the horse?

**Ans.:** According to the speaker, to stay in the forest will surprise the hoarse because there is no presence of the society or civilization for which the word 'farmhouse' is used in the line 'to stop without a farmhouse near'. There are only woods, a lake that is frozen and darkness in the evening that create a mysterious atmosphere.

#### 6. Where did Jimmy live to make his career?

**Ans.:** Jimmy stayed at New York only to make his career. He just loved his place. According to Bob, nobody will be able to drag Jimmy out of New York. He believed that it was the only place on earth.

#### 7. Why were the shikaris roaming in the forest?

**Ans.:** The shikaris had a doubt that there is a leopard in the forest. They had seen the carcass of the deer, and they had seen the leopard's pug- marks so they kept roaming in the forest to hunt the leopard.

**8. Where does the owner of the woods live?**

**Ans.:** The poet, Robert Frost, mentions that he knows the owner of the woods who lives in the village. Moreover, he adds that the owner of woods is away from the forest so he is not capable of seeing the traveller who stays there to watch his woods.

**9. What kind of freedom does the poet desire for the country?**

**Ans.:** Towards the end of the poem, the poet, Rabindranath Tagore talks about heaven of freedom. Where the mind of people is guided by conscience; the inner self that represents the God within us. Alongside, the thoughts and actions of these people should be ever widening, all inclusive so that they think and work for all not only for the “self”.

**10. Where did Bob and Jimmy take the last dinner?**

**Ans.:** The stranger (Bob) informed the policeman that Twenty years ago, there used to be a restaurant where the hardware store stands, named 'Big Joe' Brady's restaurant and he (the stranger - Bob) and his friend Jimmy took their last dinner there before parting.

**Q. 2 (a) Choose the correct option. (Any Five)**

1 . How many minutes did Bob wait for his friend?

a) 20 b) 15 c) 30 d) 45

2. How long had Bob been under arrest?

a) 10 minutes b) 5 minutes c) 30 minutes d) 15 minures

3. Where did Bob move out to?

a) The west b) Chicago c) The south d) New Orleans

4. The ravine was \_\_\_\_\_

a) shallow b) deep c) flat d) short

5. In May and June, the hills were \_\_\_\_\_

a) lush and green b) full of colors c) brown and dry d) snowy and white

6. Whose woods is the author in?

a) a lawyer b) the man who lives in village c) teacher d) his own

7. Who wrote the poem Where the mind is without fear?

a) Rabindranath Tagore b) R.K.Narayan c) O Henry d) Sarojini Naidu

**Q. 2 (b) Do as directed. (Any three)**

1. Give opposite for – wet, deep – dry, shallow

2. Select synonym for – cold, friend – icy / chilly / snowy, chum / companion

3. Find the correct spelling- A. Homo sapiens B. Homo spaniens C. Homo sapiens

4. Give one word for : small smooth stones. – Pebbles

**Q. 2 (c) Write short note. (Any One)**

**1. Types of barriers for communication.**

**Ans.:** There are many barriers to communication and these may occur at any stage in the communication process. Barriers may lead to your message becoming distorted and you therefore risk wasting both time and/or money by causing confusion and misunderstanding.

Effective communication involves overcoming these barriers and conveying a clear and concise message. Common Barriers to Effective Communication:

1. The use of jargon.
2. Emotional barriers and taboos.
3. Lack of attention, interest, distractions, or irrelevance to the receiver.
4. Physical disabilities
5. Physical barriers to non-verbal communication
6. Language differences
7. Expectations and prejudices
8. Cultural differences

A skilled communicator must be aware of these barriers and try to reduce their impact by continually checking understanding and by offering appropriate feedback.

**2. Describe the valley where the leopard lived.**

**Ans.:** “The Leopard” is a very beautiful story written by Ruskin Bond. He is known for his children’s wright-up and concern for nature. This story is also one such where the depiction begins with the description of a valley where the leopard lived.

The valley (ravine) was so deep that for most of the day it remained in shadow. This encouraged many birds and animals to emerge from cover during daylight hours. Few people ever passed that way: only milkmen and charcoal-burners from the surrounding villages. As a result, this valley had become a little haven of wildlife, one of the few natural sanctuaries left near Mussoorie, a hill-station in northern India.

**Q. 2 (d) Write short note. (Any One)**

**1. Explain the poem Stopping by the woods on a snowy evening**

**Ans.:** In the poem “Stopping by Woods on a Snowy Evening” composed by Robert Frost, the poet is riding through the beautiful woods filled up with snow. The nearby lake is also frozen. He wants to stop there to enjoy the charming sight. His horse feels queer because his master wanted to stop there where he could see no farmhouse to stay. The horse feels strange and shakes his bells.

The poem is well known for the last stanza where we find the core idea of the poem. The last stanza of the poem signifies the contrary idea of desire vs duties or responsibilities as it conveys the message that one should not be tempted or diverted by such attractive things but keep on working to fulfil the promises as it repeatedly stressed by the poet in the last two lines.

**2. Explain communication cycle.**

**Ans.:** The process / cycle of communication includes: sender, encoding, channel, decoding, receiver and feedback.

**Sender:** the originator of message.

**Encoding:** the process of converting the idea into suitable language or signals. (done by sender)

**Channel:** the signal carrier or medium

**Decoding:** the process of receiving the signal or data and converting into an understanding. (done by receiver)

**Receiver:** the recipient of the message.

**Feedback:** Receiver usually gives feedback to the sender in order to make sure that the message was properly received.

There is a possibility of one more thing in the communication process and that is called, noise / barrier. This hinders the positive outcome and distorts the message.

**Q.3 (a) Fill in the blanks using appropriate form of the verb. (Any four)**

1. He \_\_\_\_\_ cricket for years. (play) **has been playing**
2. Rajan \_\_\_\_\_ to Baroda yesterday. (go) **went**
3. My friend \_\_\_\_\_ (left), before I \_\_\_\_\_ (reach) the garden. **Had left, reached**
4. Payal \_\_\_\_\_ a laptop next month. (purchase) **will purchase**
5. He \_\_\_\_\_ to catch the bus. (run) **is running**

**Q.3 (b) Fill in the blanks using proper word determiner. (Any three)**

1. He is \_\_\_\_\_ honest man. (a, **an**, the)
2. Do not speak \_\_\_\_\_ in this matter. (something, **anything**, many)
3. There aren't \_\_\_\_\_ apples in the basket. (little, much, **any**)
4. \_\_\_\_\_ SMS was sent to the student. (a, **an**, the)

**Q.3 (c) Fill in the blanks using proper modal auxiliary. (Any four)**

1. Meera \_\_\_\_\_ not win the marathon last year. (can, should, **could**)
2. He \_\_\_\_\_ lift this heavy box. (**can**, have to, would)
3. You \_\_\_\_\_ not make noise in the class. (**should**, would, could)
4. \_\_\_\_\_ all your dreams come true. (does, might, **may**)
5. The principal \_\_\_\_\_ be in his office. (have, **must**, ought to)

**Q.3 (d) Fill in the blanks using right verb. (Any three)**

1. The boys \_\_\_\_\_ gone out. (has, **have**, are)
2. There \_\_\_\_\_ a chocolate in the bag. (are, **is**, have)
3. The colour of the walls \_\_\_\_\_ beautiful. (**is**, am, are)
4. There \_\_\_\_\_ a bunch of grapes in the basket. (are, **is**, has)

**Q.4 (a) Join the sentence using appropriate connector. (Any four)**

1. Sachin is a good batsman. Virat is a good batsman. (otherwise, **and**, because)

**Ans.:** Sachin and Virat are good batsmen.

2. My father gave me money. I can buy books. (and, **so**, but)

**Ans.:** My father gave me money so I can buy books.

3. I always remember my teacher. He inspired me a lot. (and, but, **because**)

**Ans.:** I always remember my teacher because he inspired me a lot.

4. Rahul was ill. He did not go to school. (if, **because**, who)

**Ans.:** Rahul did not go to school because he was ill.

5. Shila is old. She cannot walk fast. (if, otherwise, **because**)

**Ans.:** Shila cannot walk fast because she is old.

**Q.4 (b) Fill in the blanks using proper preposition. (Any three)**

1. The children are swimming \_\_\_\_\_ the river. (from, **in**, beside)
2. Christmas is \_\_\_\_\_ December. (**in**, over, at)
3. I have been waiting for you \_\_\_\_\_ the airport. (between, **at**, above)
4. She fell \_\_\_\_\_ the ladder. (**off**, in, over)

**Q.4 (c) Add appropriate noun or pronoun. (Any four)**

1. India is my \_\_\_\_\_. (city, **country**, state)
2. \_\_\_\_\_ is the best policy. (**honesty**, wood, growth)
3. Gita is a doctor. \_\_\_\_\_ treats patients. (it, he, **she**)
4. The bird is injured. \_\_\_\_\_ was hit by a car. (he, she, **it**)
5. The players are happy. \_\_\_\_\_ won the match. (it, **they**, them)

**Q.4 (d) Add appropriate adjective or adverb. (Any three)**

1. Manish runs \_\_\_\_\_. (**quickly**, jump, very)
2. The soldiers fought \_\_\_\_\_. (gun, **bravely**, fast)
3. Solomon was a \_\_\_\_king. (**wise**, little, many)
4. He is a \_\_\_\_boy. (**clever**, tired, laziness)

**Q.5 (a) Two friends are talking about their favourite sports. Draft a conversation between them.**

- Ram : Hello Shyam.
- Shyam : Hey Ram. After a long time.
- Ram : How are you my friend?
- Shyam : I am very excited and you?
- Ram : But why are you excited?
- Shyam : My favourite team won the world cup football 2022.
- Ram : Do you like football much?
- Shyam : Yes, it is my favourite sport.
- Ram : Why is football your favourite sport?
- Shyam : I think it is very exciting.
- Ram : Which option do you like most in the football match?
- Shyam : I like the pass and goal most in the football match.
- Ram : I also like football but it is not my favourite sport.
- Shyam : What is your favourite sport?
- Ram : It is cricket.
- Shyam : Would you tell me why is it your favourite sport?
- Ram : Sure, bating and bowling are the main attraction of cricket match.
- Shyam : Yes, you are right but I think cricket is boring.
- Ram : Why do you think so?
- Shyam : Very often, we don't have so much time to enjoy the game.
- Ram : But now a day it is very popular to the people.
- Shyam : But I don't think so as it is a cool game.
- Ram : Have you ever participated in any football match yourself?
- Shyam : Yes, very often I participate myself in football match in our school playground.  
Do you?
- Ram : Whenever I get an opportunity, I take part in cricket with my friends.
- Shyam : Actually it is very interesting to play one's favourite game.
- Ram : You are correct and thank you.
- Shyam : Thank you also.

**Q.5 (b) Mr. Gaurav Patel, on behalf of The Principal, XYZ Management College, Sector 21, Gandhinagar, writes a letter to place an order for purchasing sports equipment from A-1 sports store, opposite Hotel Delicacy, Bus stand road, Palitana. Draft a mail.**

Mr Gaurav Patel  
XYZ Management College,  
Sector 21,  
Gandhinagar  
Date: 06/04/2022

To,  
The Manager,  
A-1 sports store,  
Opposite Hotel Delicacy,  
Bus Stand Road,  
Palitana.

Sub.: Order letter for sports equipment.

Respected Madam/ Sir,

With reference to the above mentioned subject, I, Gaurav Patel, am writing this letter on behalf of the Principal, XYZ Management College to order sport equipment for our college.

As we have been purchasing equipment from your store since some time now, I am writing this letter directly to order. Along with this letter I am attaching the list of equipment that is needed.

Please make sure you send it across in a week as the requirement is a bit urgent this time. I hope there is enough stock left with you to complete this order of ours. Thanking you for your support and timely orders till date.

Thanking You...

Yours truly,  
Mr Gaurav Patel

Enclosed:  
1. Order form