

GOVERNMENT POLYTECHNIC PUNE
Model Answers & Marking scheme (ODD-2019)

Course Name Communication Skills

Course Code : HU 1101

Q.No.	Sub-Que.	Model Answers	Marking scheme
Q.1	A) a)		02
	b)	<ul style="list-style-type: none"> → reply / response by the receiver. → final link in comm". → It completes the process 	02
	c)	<ul style="list-style-type: none"> → as per the need of the organisation. → flexibility need to adopt for the new things and systems. → to avoid rigidity. → to adopt new techniques. 	02
	d)	<p>Definition :- The barrier which occurs due to the fault in the channel of comm" that we use.</p> <p>Examples:- 1) Lights off. 2) busy network. 3) dotted lines on TV. 4) Fault in fax machine.</p>	02
	e)	<p>Definition :- The barrier which occurs due to the insecurity of status.</p> <p>Reason:- It affects on sender or</p>	02

* NOTE : As it is a language's paper answers may differ/vary (words may change) so assesment should not be rigid.

Receiver's confident. It may also increased inferiority in the group.
Ex: - communicator may realize his/her economical status.

f) Message is the content of the comm?
It may be any thought, idea, opinion, emotion, feeling, knowledge information or instruction.
Ex: - In classroom 'Subject Topic' is a message.

02

g) The media which we use to send our message is called as 'channel'. Hence, it connects sender and Receiver. It links the message from sender to Receiver. Without channel we are unable to send message.

02

h) Barrier means an obstacle/disturbance hurdle/difficulty. Commⁿ Barrier means any obstacle that disturbs commⁿ process and results in its failure.

02

i) Skill is an ability to handle anything with perfection. Generic means general, needed to all. Commⁿ is an everybody's need. Hence, commⁿ is a generic skill.

02

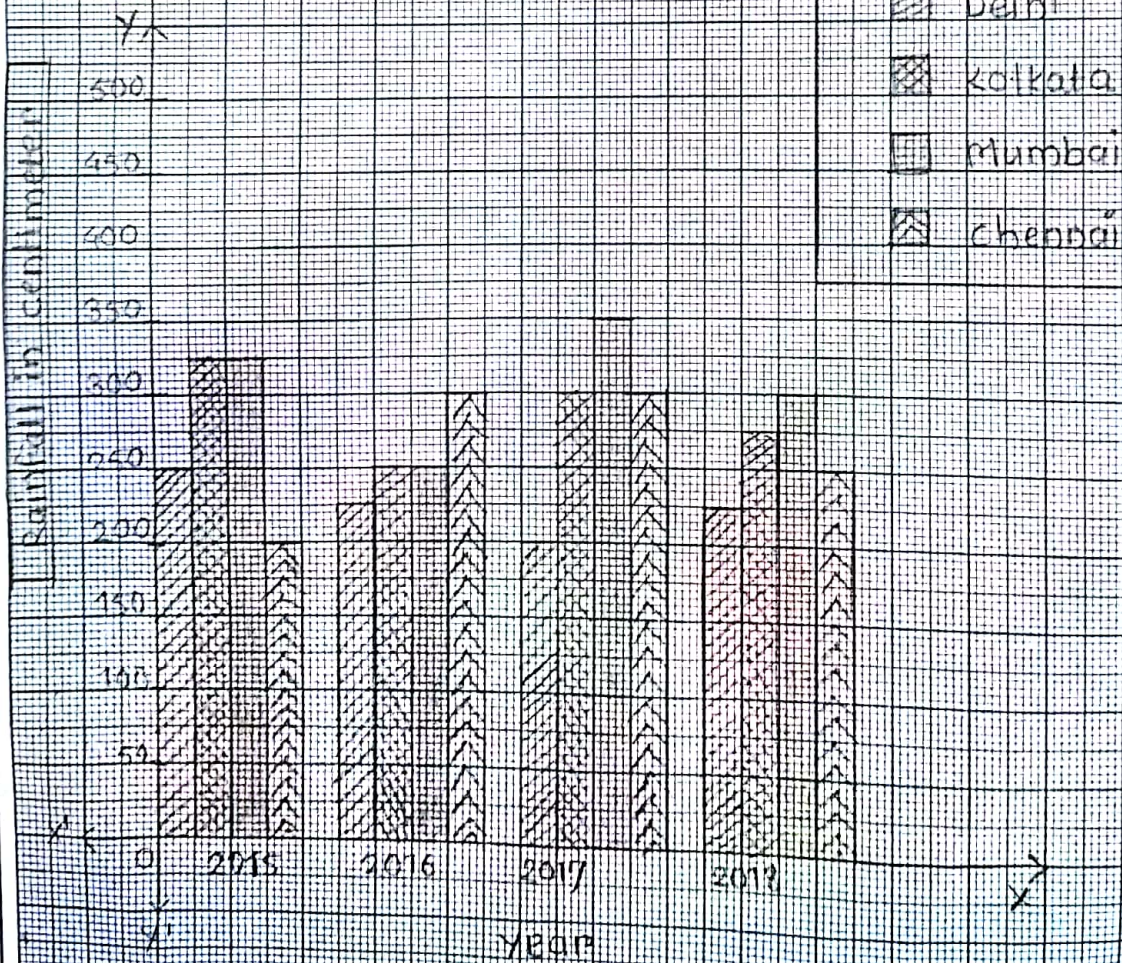
B) i)	<p>Proxemics :-</p> <ol style="list-style-type: none"> 1) a non-verbal code. 2) derived from 'Proximity', means nearness or closeness. 3) It is the study of a space betⁿ two or more persons. 4) It relates with the comfort zone between the sender & receiver. 	02
ii)	<p>Artefacts :-</p> <ol style="list-style-type: none"> 1) The surroundings, artificial elements which affects the commⁿ. 2) Those material which we use to decorate. 3) It conveys our likes, dislikes, social, economical, cultural & even regional background. 4) For ex:- jewelry ornaments. 	02
iii)	<p>Vocalics :-</p> <ol style="list-style-type: none"> 1) a non-verbal code. 2) known also as para language. 3) Related with the Intonation pattern 	02
	<p>in the language, that we use.</p> <ol style="list-style-type: none"> 4) Tone changes the meaning of language. 	

Seasonal rainfall in four Metropolitan cities

Scale:

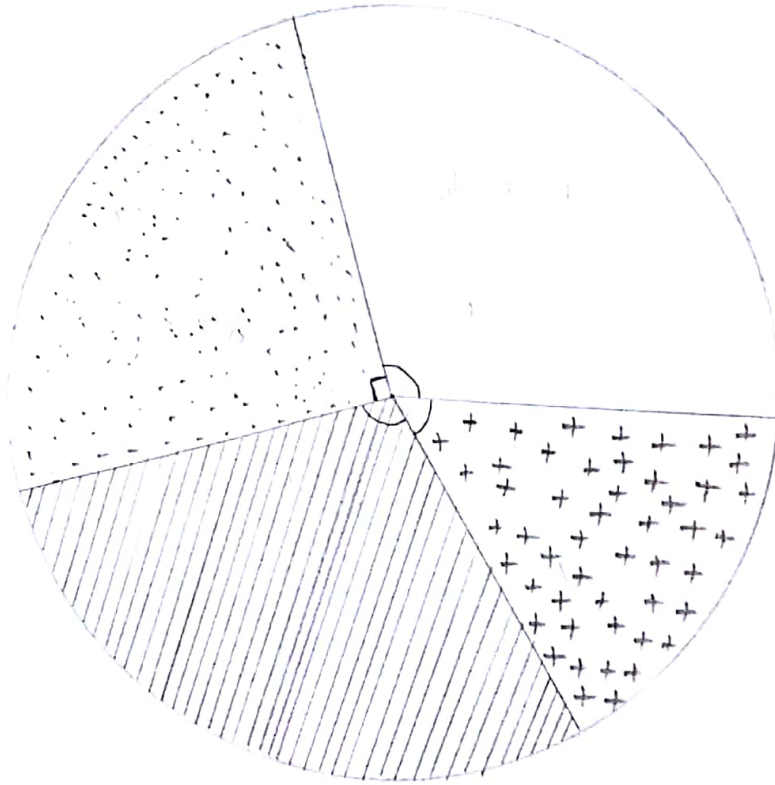
On y-axis 1 unit = 50 cm


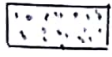
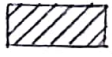
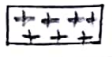
On x-axis 1 unit = 0.5 cm



Q2 A]

06 marks



	Names of Newspapers	Conversion in degree	Presentation (Symbolic)
1]	Loksatta	$\frac{30 \times 360}{100} = 108^\circ$	
2]	Maharashtra times	$\frac{25 \times 360}{100} = 90^\circ$	
3]	Pune Mirror	$\frac{16 \times 360}{100} = 104.4^\circ$	
4]	Lokmat	$\frac{29 \times 360}{100} = 57.6^\circ$	

5

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Q.No.	Sub-Que.	Model Answers	Marking scheme
2	B]		
	i)	Three thousand.	01
	ii)	Four books	01
	iii)	Marathi and English	01
	iv)	On Friday	01
	v)	To start a computer center in the library for the students	01
	vi)	a) end/finish (½) b) take (½)	01

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5]	A] i)	<p>1) Hearing means receiving sounds without meaning, whereas listening means receiving sounds with meaning, comprehension and understanding.</p> <p>2) Hearing is aimless, purposeless. listening has aim and purpose</p>	02
	ii)	<p>Reading means identifying and recognising written or printed matter with understanding.</p> <p style="text-align: center;">Loud</p> <p>Reading $\left[\begin{array}{l} \rightarrow \text{Silent} \\ \rightarrow \text{Scanning} \\ \rightarrow \text{skimming} \end{array} \right.$</p> <p>Scanning means to read the matter only for knowing its outline.</p> <p>Skimming means reading in detail manner, to know each and everything in paragraph</p>	02
	iii)	<p>1) It is an interactive</p> <p>2) creates motivation</p> <p>3) Less barriers</p> <p>4) Better understanding of respons.</p> <p>5) Active participation of both sender and receiver.</p>	02

iv)	1) Increase Vocabulary 2) practice reading comprehension. 3) proper pronunciation. 4) Daily newspaper reading.	02
B]	i) /d/ ii) /ə/ iii) /uə/ iv) m v) /l/ vi) /f/	01 mark each
C]	i) uneasy / unable / unmark ii) discomfort / disable / iii) misinterpret / misunderstand	01 mark each.
b]	i) joyful / playful / careful ii) legally / clearly / hopefully. iii) kindness / madness / carefulness.	01 mark each.