

M.G.POLYTECHNIC

ASSIGNMENT

Academic Session 2019-20

Diploma in Civil/Mechanical Engineering (4th Sem)

Communication Skill-2

Note: Attempt all questions.

Q.1 Frame questions for the following sentence by using question words for the underline words. [2*4=8]

(a) Ravi Kaushik has joined Teacher's Association.

(b) Boys were playing match for charity.

(c) Sita and her mother went to temple.

(d) On 13th October they celebrated Anu's Birthday.

Q.2 Convert the following as directed : [2*4=8]

(a) He is leaving for Delhi.(Past indefinite)

(b) Shalu came to school. (Future Continuous)

(c) Pankaj has finished his work. (Future Indefinite)

(d) Rohit and Mahesh enjoyed the film.(Present continuous)

Q.3 Fill Correct preposition in the banks. [1.5*4=6]

(a) My father went _____ market.

(b) Mr. Saurabh presented his presentation _____ audience.

(c) Hena was sitting _____ her friend.

(d) The driver was sitting _____ canteen.

Q.4 Use proper conjunction to combine two sentence. (2*2=4)

(a) Vineeta is going to school. Savita is going to school.

(b) Driver was ill. He went to hospital.

Q.5 Write the synonyms of the following word. [2*2=4]

(1) Anger (2) Beautiful

Q.6 Write the antonyms of the following words. [2*2=4]

(1) Arrival (2) Defeat

Q.7 Prepare an Agenda for the general meeting of Electricity board. [8]

Q.8 You are Brij Mohan and you have recently open an elementary school. You require some toys and swings for your nursery section. Draft an order letter to Kids Game Zone and order few items for your school.