

Communication Skills (English) (311303)

Model Question Paper — Set A · Model Answers

Examiner's note (as in MSBTE model answers): answers are assessed on key points and correct language, not word-to-word. Paragraphs, dialogues, descriptions, diary entries and speeches may vary in content; marks go to format, relevance, organisation and correct English.

Q.1

a) Why is plastic called an environmental hazard ?

2 M

- Plastic is one of the few modern materials that is **not biodegradable**; it does not rot or mix with the soil.
- A thrown-away plastic bottle or bag can remain in a landfill for an extremely long time (the lesson says for millions of years).
- So plastic waste goes on piling up, pollutes land and water and harms animals that swallow it. Hence it is an environmental hazard.

(Non-biodegradable 1 M, effect on environment 1 M)

b) Dr. Kalam's views on dreams

2 M

- According to Dr. Kalam, dreams are our **goals or missions in life** — the things we really want to achieve.
- We must convert these dreams into success through hard work, in spite of the problems and difficulties we face.
- Dreams become thoughts, and thoughts result in action; so young people should dream big.

(Any two relevant points 1 M each)

c) Seven keys to success ('Maximum Achievements')

2 M

1. Peace of mind
2. Health and energy
3. Loving relationships
4. Financial freedom
5. Worthy goals and ideals
6. Self-knowledge and self-awareness
7. Personal fulfilment

(Any four keys ½ M each; all seven for full marks)

d) Academy started by Arunima Sinha and its motto

2 M

- **Academy:** Shaheed Chandrashekhar Azad Viklang Khel Academy (a free sports academy for disabled children, named after freedom fighter Chandrashekhar Azad).
- **Motto:** to provide the best sports facilities to physically challenged (handicapped) children, especially the poor ones.

(Name 1 M, motto 1 M)

e) Meaning of 'Remarkable' according to the author

2 M

- According to the author, being 'remarkable' means much more than getting good marks.
- A remarkable person is really exceptional (**R + E**) — he or she has good **IQ, EQ and SQ** together, i.e. intelligence, emotional stability and the ability to handle situations.
- Such a person can face any challenge and make the best of every opportunity.

(Meaning 1 M, IQ-EQ-SQ link 1 M)

f) How Ajay Prasad expressed gratitude to Mrs. Sheila Kumar

2 M

- About forty years after his school days, Ajay traced his old teacher's address in Dehradun and went there to meet her in person.
- He presented her a bouquet of **long-stemmed roses** and thanked her for the shoes and clothes she had bought for him when he was a poor child.
- The roses became the symbol of his gratitude ('roses of gratitude').

(Visit 1 M, roses / thanks 1 M)

g) Full forms of IQ, EQ and SQ

2 M

Term	Full form	What it shows
IQ	Intelligence Quotient	reasoning, memory, problem-solving ability
EQ	Emotional Quotient	emotional stability, control of anger and fear
SQ	Situational (Intelligence) Quotient	right decisions in critical situations, on the spot

(Each full form ½ M; meaning ½ M)

Q.2

a) How plastic has spoiled the land

4 M

1. Plastic is non-biodegradable, so bags and bottles thrown on land do not decompose for many years; they keep piling up.
2. Plastic in the soil stops air and water from reaching the roots, so the **fertility of the land** goes down and crops suffer.
3. Harmful chemicals are released during the manufacture of plastic (the lesson names toxic substances such as benzene, xylene and ethylene oxide), and these pollute the land and harm people.
4. Plastic bags choke drains and gutters, which causes water-logging, dirt and disease.
5. Stray animals such as cows eat plastic bags with food waste and often fall ill or die.

(Any four points 1 M each)

b) Arunima Sinha's experience during the Everest expedition

4 M

1. Arunima began her expedition on **1st April 2013** with an artificial left leg and a steel rod in her right leg.
2. Her Sherpa thought it was a suicidal mission and kept advising her to go back, but she refused to give up.

3. In the 'death zone' near the summit she saw dead bodies of climbers, and a Bangladeshi mountaineer died before her eyes; she was frightened but kept moving.
4. She pushed on and reached the summit on **21st May 2013**, after 52 days; there she hoisted the Indian tricolour and placed a picture of her idol Swami Vivekananda.
5. Her oxygen supply ran out near the summit; an extra oxygen cylinder found by her Sherpa saved her life. She felt she was 're-born' at the summit.

(Any four correct points 1 M each)

c) Author's suggestions to make one's life remarkable

4 M

1. Do not depend on marks alone — develop your **IQ, EQ and SQ**; these give solid support to make the best of opportunities.
2. Face difficulties bravely and **bounce back**; like premium products that pass the toughest tests, we become valuable by facing life's tests.
3. Give 100% effort while studying and master the subject.
4. Read great books and keep the company of people whose life and words make you believe you can be remarkable.
5. Meditate, exercise and eat nourishing food to get the energy for a remarkable life; whatever happens, believe in yourself.

(Any four suggestions 1 M each)

d) Incident that taught Dr. Kalam the value of planning, teamwork and time

4 M

- As a student of aeronautical engineering, Kalam and his team-mates were given a project to design a **low-level attack (fighter) aircraft**; Kalam was in charge of the design.
- Their guide, **Prof. Srinivasan**, reviewed the work, was not satisfied and gave a very short deadline. He warned that if the design was not ready in time, Kalam's **scholarship would be stopped**.
- The team planned every task, divided the work and worked day and night, even on Saturday and Sunday, without rest.
- They completed the project before the deadline and the professor appreciated it.
- This taught Kalam that **proper planning, teamwork and respect for time** can complete even a very difficult task.

(Situation 1 M, deadline/scholarship 1 M, team effort 1 M, lesson learnt 1 M)

Q.3

a) Paragraph : Importance of Trees

4 M

Importance of Trees

Trees are the best friends of human beings. They give us oxygen, which keeps us alive, and they absorb carbon dioxide and dust from the air. Trees provide fruits, wood, medicines, gum and shelter for birds and animals. Their roots hold the soil together and prevent soil erosion and floods. Forests bring rain and keep the climate cool. In cities, trees reduce heat and noise. Sadly, we are cutting trees for roads and buildings. Every student should plant at least one tree and look after it.

(86 words)

(Relevance of content 2 M, organisation 1 M, language 1 M)

b) Narrative paragraph : A Rainy Day I Remember

4 M

A Rainy Day I Remember

Last July, I left home for my polytechnic without an umbrella because the sky looked clear. Suddenly, dark clouds gathered and heavy rain began to pour. Within minutes the roads were flooded and buses stopped running. I took shelter at a small tea stall with a few other students. The owner served us hot tea and we shared stories while the rain roared outside. After an hour, the rain stopped and a rainbow appeared. I reached college late, but wet and happy. I will never forget that day.

(88 words)

(Sequence of events 2 M, organisation 1 M, language 1 M)

c) Dialogue : Librarian and student — issuing a book

4 M

- Student :** Good morning, sir. May I come in?
- Librarian :** Good morning. Yes, please. How can I help you?
- Student :** I want to borrow the book 'Basic Mathematics' for my first semester.
- Librarian :** Do you have your library card with you?
- Student :** Yes, sir. Here it is.
- Librarian :** Good. The book is available. You can keep it for fifteen days.
- Student :** What happens if I return it late?
- Librarian :** A fine of two rupees per day is charged. Also, please do not write anything in the book.
- Student :** I will take care of it and return it on time. Thank you, sir.
- Librarian :** You are welcome. Happy reading!

(Greeting 1 M, development 2 M, closing 1 M)

d) Dialogue : Two friends — preparing for Unit Test-I

4 M

Rohan : Hi Sneha! Have you seen the Unit Test-I timetable?
Sneha : Yes, it starts next Monday. English is the first paper.
Rohan : I am a little worried about Basic Science. How are you preparing?
Sneha : I have made a timetable and I revise two subjects every day.
Rohan : That is a good idea. Do you also solve old question papers?
Sneha : Yes, they show us the pattern and the important topics.
Rohan : Can we study together in the library after college?
Sneha : Sure. We can clear each other's doubts and test each other.
Rohan : Thanks, Sneha. Let's meet at four o'clock.
Sneha : Done! Best of luck to both of us.

(Greeting 1 M, development 2 M, closing 1 M)

Q.4

a) Technical description : Smartphone

4 M

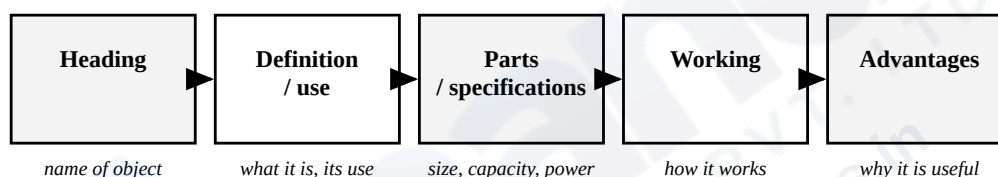


Fig.: Structure of a technical description

Smartphone

A smartphone is a hand-held mobile phone that works like a small computer. It has a touch screen of about 6 to 7 inches, a processor, 4 to 12 GB RAM, 64 to 512 GB storage and a rechargeable lithium-ion battery of about 5000 mAh. It runs on an operating system such as Android or iOS. It has front and rear cameras, a fingerprint sensor, GPS, Wi-Fi, Bluetooth and 4G/5G connectivity. It is used for calls, messages, internet, online payments, photography and education.

(83 words)

(Heading ½ M, parts/specifications 2 M, uses 1 M, language ½ M)

b) Technical description : Electric Iron

4 M

Electric Iron

An electric iron is a household appliance used to remove wrinkles from clothes. It has a heavy metal sole plate, usually of aluminium with a non-stick coating, a heating element, a thermostat, a temperature-control knob, an insulated handle and a power cord. It works on 230 V AC and its power rating is about 750 to 1200 W. When switched on, current flows through the heating element and heats the sole plate. The thermostat keeps the temperature constant. A pilot lamp shows that it is heating.

(86 words)

(Heading ½ M, parts/specifications 2 M, working 1 M, language ½ M)

c) Picture description (Fig. No. 01 — tree plantation drive)

4 M

Tree Plantation Drive

The picture shows a tree plantation drive organised by students. A banner reading 'Tree Plantation Drive' is put up on the ground. On the left, two big trees stand tall. A boy is digging a pit with a spade, while a girl is watering the young saplings with a can. Another student is waving happily, and a small girl is watching them. The sun is shining brightly. The picture gives the message that planting trees is our duty to save the environment.

(82 words)

(Description of scene 2 M, message 1 M, language 1 M)

d) Diary entry : First workshop practical

4 M

<i>Place, Day, Date, Time</i>
<p>Dear Diary,</p> <p>-----</p> <p style="text-align: center;"><i>Body: what happened + your feelings (75 words)</i></p> <p>-----</p> <p>-----</p> <p style="text-align: right;">— Name / signature</p>

Fig.: Format of a diary entry

Pune, Monday, 14 July 2025, 9:00 p.m.

Dear Diary,

Today was my first practical in the polytechnic workshop. I was excited and a little nervous. Our instructor first explained the safety rules and made us wear aprons and safety shoes. He showed us tools like the bench vice, hacksaw and files. Then each of us had to cut a mild steel piece to size. My hands were shaking at first, but slowly I got the right grip. When my job was checked, the instructor said 'Well done!' I felt really proud. I am eager for the next practical.

— Aman

(Body: 89 words)

(Format (date, salutation, name) 1 M, content 2 M, language 1 M)

e) Diary entry : Returned a lost wallet

4 M

Nashik, Friday, 22 August 2025, 10:00 p.m.

Dear Diary,

This evening, while getting down from the college bus, I saw a brown wallet lying under a seat. It had some money, an Aadhaar card and a college identity card. The card belonged to Neha, a second-year student. I phoned her through a friend and returned the wallet near the canteen. She was very relieved and thanked me again and again. She even wanted to give me a reward, but I politely refused. Honesty gave me a joy that money cannot buy.

— Pooja

(Body: 82 words)

(Format 1 M, content 2 M, language 1 M)

Q.5

a) Do as directed (prefix, suffix, synonym, antonym)

6 M

No.	Item	Answer	Rule / meaning
i	prefix dis–	disagree, dishonest	dis- = not / opposite of
ii	prefix inter–	international, interview	inter- = between / among
iii	suffix –ful	helpful, careful	-ful = full of (forms adjectives)
iv	synonym : brave	courageous / bold	same meaning
v	antonym : ancient	modern	opposite meaning
vi	antonym : humble	proud / arrogant	opposite meaning

(Each correct answer 1 M; any one correct word is enough)

b) Collocations and homophones

6 M

- 1. make a decision** — After discussing with my parents, I made a decision to join the Computer branch.
- 2. catch a cold** — Do not get wet in the rain or you will catch a cold.

3. **pay a visit** — We paid a visit to our ailing teacher on Sunday.
4. The ship sailed across the **sea**. (*see = to look; sea = ocean*)
5. Please give me a **piece** of paper. (*peace = calm; piece = a part*)
6. I could not **hear** the bell in the noise. (*here = this place; hear = listen*)

Collocation = words that naturally go together (make a decision, not 'do a decision'). Homophones = words with the same sound but different spelling and meaning.

(Each correct sentence 1 M)

c) Phonetic transcription

6 M

Word	Transcription	Key sound
book	/bʊk/	short vowel /ʊ/
cheap	/tʃi:p/	consonant /tʃ/ + long vowel /i:/
ship	/ʃɪp/	consonant /ʃ/ + short /ɪ/
mouth	/maʊθ/	diphthong /aʊ/ + /θ/
boy	/bɔɪ/	diphthong /ɔɪ/
judge	/dʒʌdʒ/	consonant /dʒ/ + /ʌ/

Pure vowels (12)	/i:/	/ɪ/	/e/	/æ/	/ɑ:/	/ɒ/	/ɔ:/	/ʊ/	/u:/	/ʌ/	/ɜ:/	/ə/
	see	sit	bed	cat	car	hot	saw	put	food	cup	bird	about
Diphthongs (8)	/eɪ/	/aɪ/	/ɔɪ/	/əʊ/	/aʊ/	/ɪə/	/eə/	/ʊə/				
	day	my	boy	go	now	near	hair	pure				
Consonants (24)	/p/	/b/	/t/	/d/	/k/	/g/	/f/	/v/	/θ/	/ð/	/s/	/z/
	pen	bad	tea	did	cat	get	fall	van	thin	this	see	zoo
	/ʃ/	/ʒ/	/h/	/tʃ/	/dʒ/	/m/	/n/	/ŋ/	/l/	/r/	/w/	/j/
	shoe	vision	hat	chin	jam	man	no	sing	leg	red	wet	yes

Table: The 44 sounds of English (RP) — 12 vowels, 8 diphthongs, 24 consonants

(Each correct transcription 1 M)

Q.6

a) Vote of thanks : Engineers' Day celebration

6 M

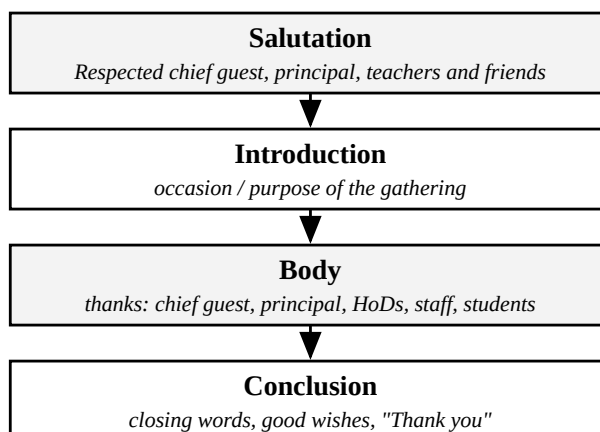


Fig.: Structure of a vote of thanks

Respected Chief Guest, Er. S. R. Deshmukh, our Principal, Heads of Departments, teachers and my dear friends,

Good afternoon. Every good programme must come to an end, and it is my privilege to propose the vote of thanks for today's Engineers' Day celebration, held on the birth anniversary of Sir M. Visvesvaraya, the great engineer of India.

First of all, I sincerely thank our Chief Guest, Er. S. R. Deshmukh, for sparing his valuable time. His talk on 'Engineers as Nation Builders' has inspired all of us to work with honesty and creativity. I am grateful to our Principal for his constant support and encouragement. I thank all the Heads of Departments and teachers who guided us in organising the model exhibition and the quiz. A special thanks to the non-teaching staff for the arrangements of the hall, sound system and refreshments. I also thank the student volunteers and all participants for making this event a success.

Once again, thank you all for your presence and patience. Happy Engineers' Day!

(170 words)

(Salutation 1 M, introduction 1 M, thanks to all concerned 3 M, conclusion 1 M)

b) Gestures, dressing and grooming, PPT tips

6 M

i) Four gestures and their meaning (2 M)

Gesture	What it indicates
Thumbs up	approval, 'well done', all is fine
Nodding the head	agreement / listening carefully
Open palms	honesty, openness
Arms folded across the chest	defensive or closed attitude, disagreement

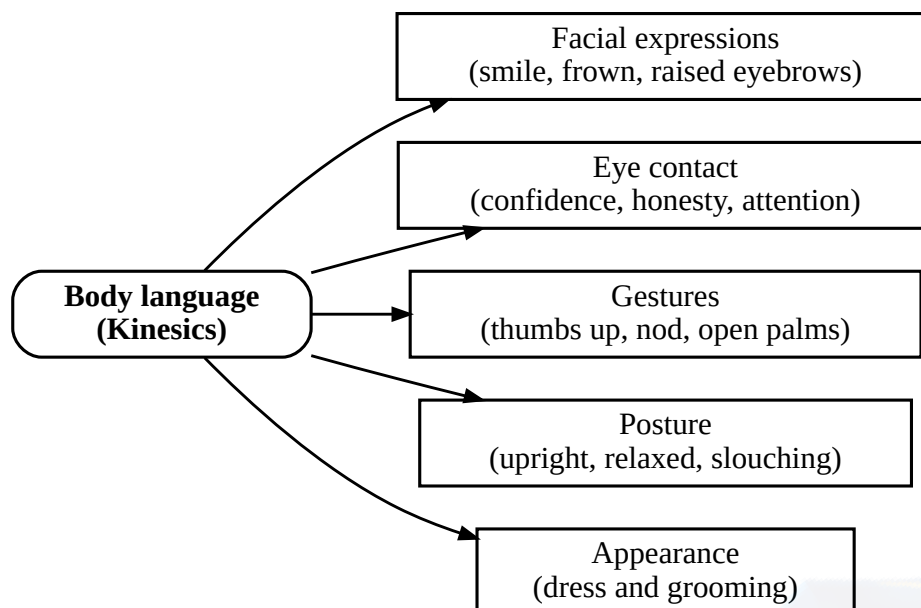


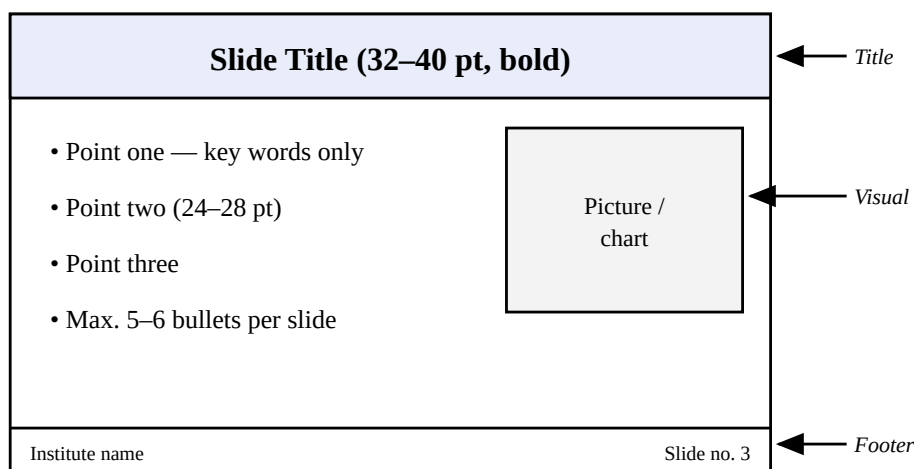
Fig.: Aspects of body language (kinesics)

ii) Importance of dressing and grooming at the workplace (2 M)

- Neat, clean and formal dress creates a good **first impression** and shows professionalism.
- Proper grooming (clean nails, combed hair, polished shoes, mild fragrance) builds self-confidence.
- It shows respect for the organisation, the customers and colleagues; it also improves the image of the company.
- Safety dress (uniform, safety shoes, helmet) is necessary in workshops and industries.

iii) Four tips for an effective PowerPoint presentation (2 M)

- Keep a simple layout — one idea per slide and not more than 5–6 bullet points.
- Use a readable font size (title 32–40 pt, text 24–28 pt) and one clear font.
- Use contrasting colours — dark text on a light background; avoid too many colours and animations.
- Add relevant pictures, charts and diagrams; rehearse and speak to the audience instead of reading the slides.



Dark text on light background (or light on dark) · one clear font (Arial / Calibri)

Fig.: Layout of a good presentation slide

(Each sub-question 2 M; four correct points ½ M each)

c) Unseen passage : honeybees

6 M

1. **Title:** 'Lessons from the Honeybee' / 'Teamwork of Bees'. (1 M)
2. A forager bee returns to the hive and performs a **waggle dance**; its direction and length tell the others where the food is and how far it is. (1 M)
3. While collecting nectar, bees carry pollen from flower to flower (pollination), so farmers who keep hives near their fields get a better harvest. (1 M)
4. Bees teach us that cooperation, discipline and clear communication turn small efforts into great results. (1 M)
5. (1) a group of insects living together — **colony**; (2) working together for a common purpose — **cooperation**. (2 M)

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