Communication Skills (English) (311303)

Model Question Paper — Set C · 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) What makes plastic a threat to the environment — 2 M

- Plastic is **non-biodegradable**; it does not decompose, so a bag or bottle thrown today remains in the soil or landfill for an extremely long time.
- It reduces soil fertility, chokes drains, pollutes rivers and seas, and kills animals that swallow it; harmful chemicals are also released while it is made.

(Non-biodegradable 1 M, any one harmful effect 1 M)

b) Dr. Kalam's explanation of 'dreams' — 2 M

- Dr. Kalam says dreams are the **goals or missions** we want to achieve in life.
- We should work hard and convert these dreams into success, even when we face problems and failures.

(Meaning 1 M, converting into success 1 M)

c) Arunima Sinha's academy and its motto — 2 M

- **Academy:** Shaheed Chandrashekhar Azad Viklang Khel Academy.
- **Motto:** to provide the best sports facilities to handicapped (physically challenged) children, especially from poor families.

(Name 1 M, motto 1 M)

d) The term 'Remarkable' — 2 M

- The author says 'remarkable' is more than marks: a remarkable person is really exceptional (**R + E**).
- Such a person combines **IQ** (intelligence), **EQ** (emotional stability) and **SQ** (situational intelligence) and can face any challenge.

(Two points 1 M each)

e) How Mrs. Kumar helped Ajay — 2 M

- Ajay came from a very poor family and wore ragged clothes and worn-out shoes.
- Mrs. Kumar quietly took him to a shop and bought him a pair of **shoes** that fitted him, and also a new **shirt and shorts**; she did not let him feel ashamed.

(Two points 1 M each)

f) Four peaks climbed by Arunima Sinha — 2 M

1. Mount Everest (Asia)

2. Mount Kilimanjaro (Africa)
3. Mount Elbrus (Europe)
4. Mount Kosciuszko (Australia)

(Also: Mount Aconcagua in South America and Carstensz Pyramid.)

(Each peak ½ M)

g) Any four keys to success 2 M

1. Worthy goals and ideals
2. Self-knowledge and self-awareness
3. Personal fulfilment
4. Peace of mind

(Others: health and energy, loving relationships, financial freedom.)

(Each key ½ M)

Q.2

a) Arunima Sinha's preparations for the Everest expedition 4 M

1. While still in hospital after her accident, she decided to climb Mount Everest.
2. After leaving hospital she met **Bachendri Pal**, the first Indian woman to climb Everest, who encouraged and guided her.
3. She joined the **Nehru Institute of Mountaineering**, completed the basic course and then underwent rigorous training for about 18 months.
4. She climbed smaller peaks such as **Island Peak** to get practice and confidence with her artificial leg.
5. The **Tata Steel Adventure Foundation** gave her financial support (sponsorship), so she could concentrate fully on her preparation.

(Any four points 1 M each)

b) HR's realisation and the importance of IQ, EQ and SQ 4 M

Realisation of HR:

- Candidates selected only for good marks were often not fit for work; some had scored marks because of memory or luck, not intelligence.
- Many of them panicked, feared, got angry or jealous quickly and could not work as team members or take decisions in critical situations.

Importance of the three tests:

- **IQ (Intelligence Quotient)** — checks reasoning and problem-solving ability.
- **EQ (Emotional Quotient)** — checks emotional stability: no panic, fear, anger or jealousy; team spirit.
- **SQ (Situational Intelligence Quotient)** — checks the ability to take quick, correct decisions in critical situations, calm people and find solutions.
- Together they help the organisation select the right person, and help the person become 'remarkable'.

(Realisation 2 M, importance of tests 2 M)

c) Importance of a teacher in a student's life ('Roses of Gratitude') 4 M

- A teacher is a guide, philosopher and friend. Besides knowledge, a teacher gives values, confidence and care.
- In 'Roses of Gratitude', Mrs. Sheila Kumar noticed that Ajay, a poor boy, wore worn-out shoes and ragged clothes. She bought him new shoes, a shirt and shorts without hurting his self-respect.
- Her kindness stayed with Ajay all his life. He studied hard, became an **engineer** and had a happy family.
- Forty years later he traced her to Dehradun and thanked her with long-stemmed roses — showing how deeply a teacher can shape a student's life.
- Thus a good teacher can change the future of a student; we should always be grateful to our teachers.

(Role of teacher 1 M, reference to the lesson 2 M, conclusion 1 M)

d) My goal in life and my plan 4 M

My goal is to become a skilled **software engineer** and later start my own IT company in my home town. I have divided my plan into stages:

1. **Short term:** complete my diploma with good grades, attend every practical and learn programming languages like C, Python and Java.
2. **Mid term:** take direct second-year admission to B.Tech., do internships and build real projects.
3. **Long term:** work in a reputed company for experience and then start my own firm that gives jobs to local youth.
4. **Support:** following the seven keys to success, I will keep good health, peace of mind, good relationships and self-awareness; I will improve my English and communication skills and never give up.

(Clear goal 1 M, plan with steps 2 M, language 1 M — content may vary)

Q.3

a) Paragraph : Importance of Sports in Student Life 4 M

Importance of Sports in Student Life

Sports are as important as studies in a student's life. Regular games keep the body fit, active and free from diseases. They refresh the mind after long hours of study and improve concentration. Sports teach discipline, teamwork, leadership and the spirit of accepting defeat with a smile. A good player learns to take quick decisions under pressure. Many students also get scholarships and jobs through sports quotas. Therefore, every student should play at least one game daily for a healthy and balanced life.

(83 words)

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

b) Descriptive paragraph : My Village 4 M

My Village

My village, Shirgaon, is a small and beautiful place on the bank of a river. It is surrounded by green fields of sugarcane, wheat and vegetables. There is an old temple, a primary school, a health centre and a weekly market. Most people are farmers and they are simple, hard-working and helpful. In the morning, the air is fresh and filled with the sound of birds. Festivals like Diwali and Pola are celebrated together with great joy. I love my village because it gives me peace and happiness.

(88 words)

(Description 2 M, organisation 1 M, language 1 M)

c) Dialogue : Student and office clerk — bonafide certificate 4 M

Student : Good morning, sir. I need a bonafide certificate.

Clerk : Good morning. For what purpose do you need it?

Student : I have to apply for a scholarship and open a bank account.

Clerk : All right. Please fill in this application form.

Student : Which documents should I attach with it?

Clerk : A copy of your identity card and the fee receipt of this year.

Student : Here are the form and the documents, sir.

Clerk : Everything is in order. The Principal will sign it. Collect it the day after tomorrow.

Student : Is there any fee for it?

Clerk : No, it is free. Just bring your identity card when you come.

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

d) Dialogue : Mother and son — healthy eating habits 4 M

Mother : Sahil, why haven't you finished your breakfast?

Sahil : Mom, I don't like poha. I'll eat a burger in the college canteen.

Mother : Eating junk food every day is not good for your health.

Sahil : But it's tasty and quick, Mom.

Mother : It has too much oil, salt and sugar. It can cause obesity and stomach problems.

Sahil : Then what should I eat?

Mother : Eat home-made food, fruits, salads and sprouts, and drink plenty of water.

Sahil : Can I have junk food sometimes?

Mother : Yes, once in a while is fine, but not daily.

Sahil : Okay, Mom. I'll take a tiffin from tomorrow.

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

Q.4

a) Technical description : Induction Cooktop

4 M

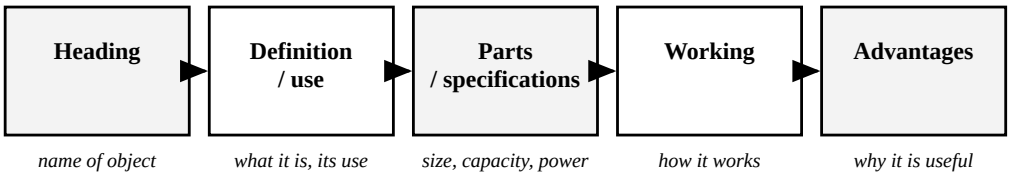

Fig.: Structure of a technical description

Induction Cooktop

An induction cooktop is an electrical kitchen appliance that cooks food by electromagnetic induction. It has a flat glass-ceramic top, a copper coil below it, an electronic control circuit, a cooling fan and touch buttons with a digital display. It works on 230 V AC and its power rating is about 1200 to 2000 W. When switched on, the coil produces a changing magnetic field which heats the base of an iron or steel vessel directly. It is fast, safe and energy efficient, and has an automatic timer.

(88 words)

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

b) Technical description : Desktop Computer

4 M

Desktop Computer

A desktop computer is a personal computer designed to be used on a table. Its main unit, the CPU cabinet, contains the motherboard, processor, 8 to 16 GB RAM, a hard disk or SSD of 512 GB to 1 TB and an SMPS power supply. Input devices are the keyboard and mouse, and the output device is a 19 to 24 inch LED monitor. It works on 230 V AC and has USB, HDMI and LAN ports. It is used in offices, colleges, banks and homes for data processing and the internet.

(92 words)

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

c) Picture description (Fig. No. 01 — clean campus drive)

4 M

Clean Campus Drive

The picture shows a cleanliness drive in the campus of a polytechnic. A banner with the words 'Clean Campus Drive' is put up near the college building. A boy is sweeping the ground with a broom, while a girl is collecting litter in a bucket. Two separate dustbins for dry and wet waste are kept on the ground. Another student is pointing towards the litter and guiding others. Some waste is still lying around. The picture gives the message 'Keep your surroundings clean'.

(83 words)

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

d) Diary entry : Blood donation camp

4 M

Place, Day, Date, Time

Dear Diary,

Body: what happened + your feelings (75 words)

— Name / signature

Fig.: Format of a diary entry

Solapur, Wednesday, 1 October 2025, 8:45 p.m.

Dear Diary,

Today our college organised a blood donation camp with the help of the civil hospital. Since I had turned eighteen last month, I decided to donate blood for the first time. I was a little afraid of the needle, but the doctor checked my weight and haemoglobin and made me relax. The whole process took only fifteen minutes. Afterwards, I was given juice, biscuits and a certificate. More than ninety students donated blood. I felt proud that my blood may save someone's life.

— Prathamesh

(Body: 83 words)

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

e) Diary entry : Birthday in the hostel

4 M

Hostel Room 12, Thursday, 20 November 2025, 11:30 p.m.

Dear Diary,

Today was my first birthday away from home. In the morning I missed my parents a lot, though they called me early to wish me. I thought my friends had forgotten the day. But at midnight, my roommates switched on the lights, sang 'Happy Birthday' and brought a small chocolate cake. Later, we went out for dinner together. My mother sent me a parcel of home-made sweets which I shared with everyone. I felt that my hostel friends have become my second family.

— Riya

(Body: 83 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 im–	**im**possible, **im**polite	im- = not (used before b, m, p)
ii	prefix pre–	**pre**view, **pre**pay	pre- = before
iii	suffix –able	read**able**, comfort**able**	-able = can be (forms adjectives)
iv	suffix –ment	develop**ment**, agree**ment**	-ment forms nouns from verbs
v	synonym : courteous	polite	same meaning
vi	antonym : victory	defeat	opposite meaning

(Each correct answer 1 M)

b) Collocations and homophones

6 M

1. **take part** — I took part in the inter-college debate competition.
2. **make a mistake** — Everyone makes a mistake sometimes; we should learn from it.
3. **keep calm** — In an emergency, we must keep calm and call for help.
4. The children played on the beach under the hot **sun**. *(son = male child; sun = the star)*
5. Shoes are available at half price in the **sale**. *(sail = cloth of a boat; sale = selling at low price)*
6. Please do not **waste** water. *(waist = middle part of the body; waste = use carelessly)*

(Each correct sentence 1 M)

c) Phonetic transcription

6 M

Word	Transcription	Key sound
near	/nɪə/	diphthong /ɪə/
sure	/ʃʊə/	consonant /ʃ/ + diphthong /ʊə/ (also /ʃɔː/)
voice	/vɔɪs/	diphthong /ɔɪ/
sing	/sɪŋ/	consonant /ŋ/
water	/ˈwɔːtə/	long vowel /ɔː/ + weak /ə/
cup	/kʌp/	short vowel /ʌ/

Diphthongs (8)	/eɪ/	/aɪ/	/ɔɪ/	/əʊ/	/aʊ/	/ɪə/	/eə/	/ʊə/
	day	*my*	*boy*	*go*	*now*	*near*	*hair*	*pure*

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

(Each correct transcription 1 M)

Q.6

a) Speech introducing the Chief Guest — Annual Sports Day 6 M

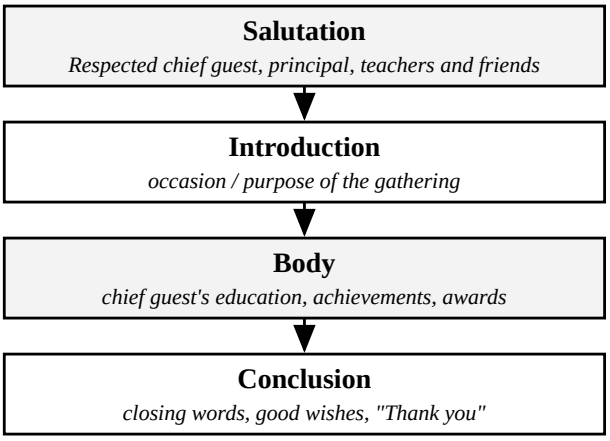

Fig.: Structure of a speech introducing the chief guest

Respected Principal, honourable guests, teachers, parents and my dear friends,

A very good morning to all of you. Today is the Annual Sports Day of our institute, and it is my great honour to introduce our Chief Guest, Ms. Kavita Patil.

Ms. Patil is a well-known athlete from our own district. She completed her graduation in Physical Education from Shivaji University. She has represented Maharashtra in many national athletics meets and has won gold medals in the 400-metre race. She has also received the state's sports award for her outstanding performance. At present, she works as a sports coach and trains young athletes free of cost. Her life is an example of discipline, hard work and determination.

We are fortunate to have such an inspiring personality among us. Friends, let us welcome her with a big round of applause. Ma'am, I request you to declare the sports meet open and address the gathering. Thank you.

(158 words)

(Salutation 1 M, introduction of occasion 1 M, details of chief guest 3 M, conclusion 1 M)

b) Eye contact, body language, PPT tips 6 M

i) Importance of eye contact (2 M)

- Eye contact shows confidence, honesty and sincerity of the speaker.
- It holds the attention of listeners and makes them feel involved.
- It helps the speaker to judge the listeners' response (interest, doubt, boredom).
- Avoiding eye contact suggests nervousness or dishonesty; staring is rude — so it should be natural and shared with the whole audience.

ii) Body language and its aspects (2 M)

Body language (kinesics) is non-verbal communication through the movements and positions of the body — the message we send without words.

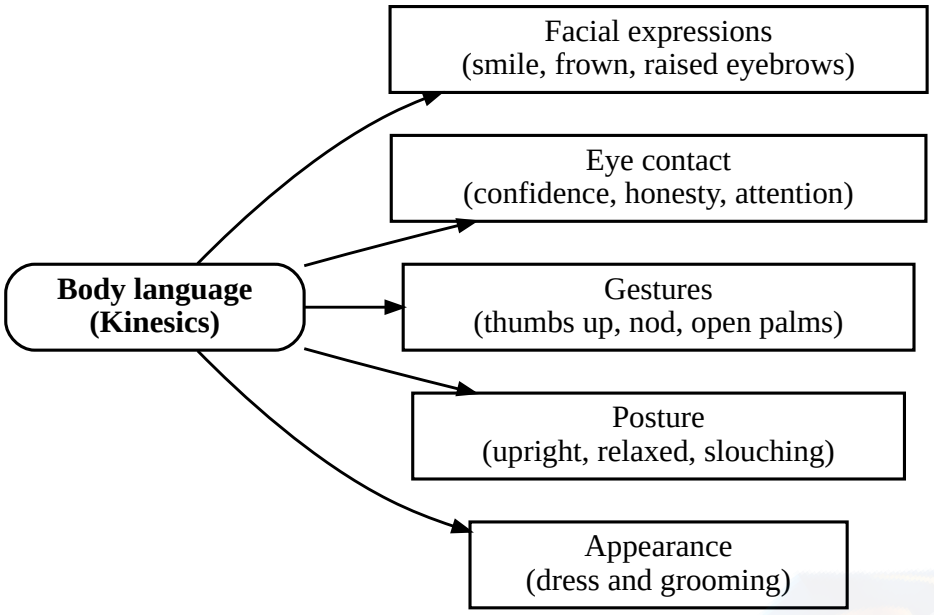

Fig.: Aspects of body language (kinesics)

iii) Layout, font size and colour combination for a PPT (2 M)

- **Layout:** a clear title on each slide, one idea per slide, 5–6 bullet points at most, with enough empty space; use the same template on all slides.
- **Font size:** title about 32–40 pt and text 24–28 pt; use simple fonts such as Arial or Calibri; avoid writing full paragraphs.
- **Colour combination:** contrasting colours — dark text on a light background or light text on a dark background; not more than 2–3 colours; avoid red-green combinations.

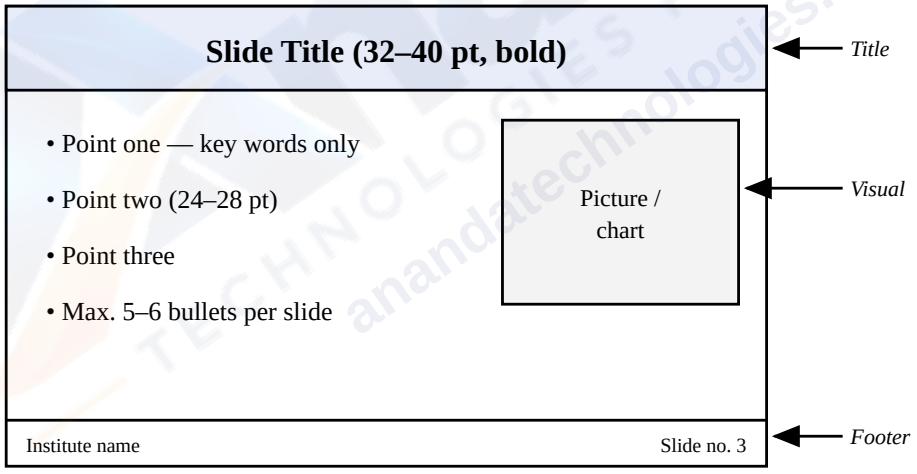

Fig.: Layout of a good presentation slide

(Each sub-question 2 M)

c) Unseen passage : rainwater harvesting 6 M

1. **Title:** 'Rainwater Harvesting' / 'Save Every Drop'. *(1 M)*
2. The real reason is not lack of rain but the failure to save rainwater; most of it flows away into streams and is lost. *(1 M)*

3. Any two: collecting rooftop rain in tanks; leading it into pits to recharge wells; building small check dams across streams; digging trenches on hill slopes. *(2 M)*
4. (1) soaks or flows slowly through — **seeps**; (2) fills up again — **recharges**. *(2 M)*

Note: This is a **model question paper prepared by Ananda Technologies** only for practice and exam preparation, based on the pattern of previous MSBTE question papers and the K-scheme syllabus. It is **not an official MSBTE paper**, and it does **not** mean that these questions will come in the exam. Answers follow standard textbook points; marks shown are indicative. Free for students — anandatechnologies.in