

Seat No.: _____

Enrolment No. _____

GUJARAT TECHNOLOGICAL UNIVERSITY
MCA Integrated - SEMESTER-I • EXAMINATION – SUMMER • 2014

Subject Code: 4410605

Date: 27-06-2014

Subject Name: Communication Skills – I

Time: 02:30 pm to 05:00 pm

Total Marks: 70

Instructions:

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.

- Q.1** (a) i) Fill in the blanks with appropriate preposition. **07**
- 1) We must abstain _____ bad habits.
 - 2) As a country, we are accustomed _____ corruption and dishonesty.
 - 3) We pine _____ what is not there.
- ii) Use articles a, an or the whenever required in following sentence.
- 1) Give me _____ some rice; I really don't need _____ whole of it.
 - 2) I spoke to _____ Principal of _____ college in _____ morning.
- iii) Choose the correct nouns to make the sentence grammatically correct.
- 1) Have you got all the informations/information?
 - 2) That cost me thirty thousands/thousand rupees.
- (b) i) Choose the correct tenses in the following sentences. **07**
- 1) Mr. Marshall passed away / has passed away in the night.
 - 2) No problem; we have had / we had our dinner.
- ii) Rewrite the following sentences using passive voice.
- 1) I always service my car at this service station.
 - 2) Earlier people believed that AIDS spreads by touch.
 - 3) Fans expected our team to win, but we lost.
- ii) Fill in the blank with the correct form of the verb given within brackets:
- 1) The explorer _____ (explain) the latest discovery regarding pyramids in Egypt in his research.
 - 2) The CEO _____ (consider) a transfer to Mumbai where profits would be larger.
- Q.2** (a) What are different types of passages for reading comprehension? **07**
- (b) Explain Paralinguistic Features of Non Verbal Communication. **07**
- OR**
- (b) 'Body Language can make or mar a speech'. Discuss in detail. **07**
- Q.3** (a) While reading a passage why should you try to understand the author's point of view? Discuss in about 200 words. **07**
- (b) Discuss the points you would bear in mind while making a group presentation. **07**
- OR**
- Q.3** (a) PowerPoint slides are used not just for decorative purpose; they must be functional; Discuss and substantiate. **07**
- (b) What are the major differences between efficient readers and inefficient readers? Discuss and substantiate. **07**

- Q.4 (a)** What are the major differences between hearing and listening? How is listening important for a professional? **07**
- (b)** Write short notes on each of the following. **07**
- i) Posture ii) Facial Expression
- OR**
- Q.4 (a)** What are barriers to communication? Explain each in brief **07**
- (b)** Counseling, instructing, giving orders, persuasion are some of the purpose of communication. Discuss. **07**
- Q.5 (a)** Define Communication. What are the features of successful Professional Communication? **07**
- (b)** Write down essay in about 300 words on any one topic. **07**
- i) Value of discipline in life.
- ii) Do we need a revamp in our education system?
- OR**
- Q.5 (a)** Write short note on following methods of preparing Notes. **07**
- i) The Outlining Method
- ii) The Taxonomizing Method
- (b)** Write down essay in about 300 words on any one topic. **07**
- i) Sense of humour.
- ii) Success and failure.
