

M.C.A. / P.G.D.C.S. First Semester (First Year) (CGS)

15505 : Communication Skills : 1 MCA 5

P. Pages : 3

Time : Three Hours



AU - 3152

Max. Marks : 80

- Notes :
1. All questions are compulsory.
 2. All questions carry marks as stated.
 3. Due credit will be given to neatness and adequate dimensions.
 4. Assume suitable data wherever necessary.
 5. Diagrams and chemical equations should be given wherever necessary.
 6. Illustrate your answer necessary with the help of neat sketches.

1. Read the passage then answer the questions below;

Ancient Greek doctors relied heavily on the theory of humorism, a belief that our body is essentially balanced by four substances known as humors and that any ailment was simply the result of an imbalance of these humors. The four substances-black bile, yellow bile, phlegm, and blood were all found in the body and each was associated with a different element-air, fire, earth and water, respectively; too much of one would cause disease. An excess of black bile in your body, for instance meant, you were melancholic too much blood made you amorous and sanguine. While it is easy today to sneer at such beliefs, theories like this one, though ludicrous matter historically. The beauty of the ancient wisdom is not that it was actually wise but that the logic behind it opened the door for future scientific inquiry. Thus while my cough might not be caused by a lack of blood, I can thank Hippocrates and his cohorts for encouraging later doctors to find the actual source of my cough.

- A) 1) According to the passage, which of the following correctly matches a humor to its element. 1
- | | |
|------------------------|----------------------|
| a) Phlegm: fire | b) Black Bile: Water |
| c) Yellow bile : fire | d) Blood : earth |
| e) Yellow bile : Water | |
2. As used near the end of the passage, the phrase "Sneer at" most nearly means. 1
- | | |
|------------|------------|
| a) Deplore | b) Deride |
| c) Debunk | d) Dectine |
| e) Debase. | |
3. It can be inferred from the passage that Hippocrates was. 1
- | | |
|---------------------------|-------------------------|
| a) An ancient philosopher | b) a disease researcher |
| c) a modern humanist | d) a Greek physician |
| e) a medical doctor | |
4. Give the most appropriate title for the passage. 1
- B) Give the synonyms of : (any two). 4
- | | |
|---------------|----------------|
| a) Associated | b) Melancholic |
| c) Amorous | d) Sanguine |
| e) Cohorts | |

2. A) Correct the sentences. 10
- i) Raju's and Ravi's workshop that is just round the corner, services motorbikes of all types.
 - ii) There are no machineries to resolve such disputes and this has, in no small measures, contributed to the present situation.
 - iii) In my youth 4 dozens apples cost just 50 rupees but not is costs five times more.
 - iv) The women was engrossed at cooking.
 - v) I usually add two teaspoonful of sugar to my cup of coffee.
- B) Rewrite using correct word order: 1
- i) Time/Sauces/a/nine/in/stitch.
- C) Find one word which means the same as several. 2
- i) His excuse was such that it could not be believed. 2
 - ii) Sachin is one who never commits a mistake. 2
 - iii) The child was found sitting with no one with her. 2
- D) Choose the correct antonym from the following of:
- i) Revive x ----- (Praise, Respect, weary, venerate).
 - ii) Curb x ----- (Encourage, endure, abstain, purge). 2
- E) i) She closed the door, she bolted it from outside. (Use not only but also). 1
- ii) "The gears is always greener on the other side of the valley". Explain the meaning of the proverb. 2
3. A) Discuss; when will you call a communication to be successful. 6

OR

Discuss various characteristics of a language as a tool of communication with example.

- B) Describe various elements in process of communication. 5

OR

What precautions will you take while organizing a written communication? Explain with example.

- C) Communication is a cyclic process. Explain. 3

4. a) Explain with example various elements of non-verbal communication. 7

OR

Discuss the barriers which hinders the communication in detail.

- b) List the steps in organizing your text into effective paragraph. 6

OR

What will you do and don't do while selecting proper words or phrases in a written text?

5. a) Explain how meetings are documented and why. 4
- b) What are 'Jargons' and 'Clitches'? How will they affect your communication? Explain with examples. 5
- c) How will you prepare and utilize **any two**. 4
- i) Scatter graph
- ii) Bar graph
- iii) Trilinear chart
6. a) Explain the significance of "Technical proposal". Give its structure and types. 5
- b) Discuss the structure of a research paper. 5

OR

- a) "Report is an indispensable part of professional writing". Justify. 5
- b) Write a letter to your target customer for promotion of a "Product". 5
