

M.C.A. / P.G.D.C.S. Ist Year First Semester (CGS)
15505 : Communication Skills : 1 MCA 5

P. Pages : 2

Time : Three Hours



AV - 3267 Add

Max. Marks : 80

Notes : 1. Attempt all questions.

1. Read the following passage and answer the questions given below:

After knowledge there is no other passion which has done so much good to mankind as the love of money. It is to the love of money that we owe all trade and commerce, in other words, the possession of every comfort and luxury which our own country is unable to supply. Trade and commerce have made use familiar with productions of many lands, have awakened curiosity, and have widened our ideas by bringing us in contact with nations of various manners, speech and thought. They have supplied an outlet for energies, which would otherwise have been wasted, have accustomed men to habits of enterprise, forethought and calculation, have communicated to us many arts of great utility, and have put us in possession of some of the most valuable remedies with which we are acquainted either to live or to lessen pain. These things we owe to the love of money. If the theologians could succeed in their desire to destroy that love, all these things would cease, and should relapse into barbarism.

- a) Answer the following questions.

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- i) Name the two things which have done great good to mankind.
- ii) What is the central idea of the above passage?
- iii) What have the above accustomed men to practise?
- iv) Which is the most valuable possession mentioned in this passage?
- v) How would the people return to the state of barbarism?

- b) Give the appropriate forms of the words given below:

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	Verb	Noun	Adjective
i		Possession	
ii		Comfort	
iii		Production	
iv	Calculate		
v	Destroy		

- c) Summarize the passage above and suggest a suitable title.

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2. a) Correct the following sentences.

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- i) It is raining when I got home last night.
- ii) I have not ate anything today.
- iii) I fell a sleep while I watched TV.
- iv) It takes me a hour to reach the temple.
- v) I go to school on bike.

- b) Choose the correct verb form.

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- i) She didn't want to ----- me at the station. (meeting/met/meets/meet)
- ii) I ----- that movie two years ago.
(saw/ see / seeing)

- iii) They ----- as fast as they could, but they missed the bus.
(running / runs / run / ran)
- iv) I ----- a letter last night
(writes / write / wrote / writing)
- v) People ----- here every Sunday.
(is meeting / meet/ met/ meets)
- vi) The window was already ----- when I got here.
(Break/ broken / broke)
- vii) Tom ----- tired
(look/ looks/ looking)
- viii) Last night I ----- on the carpet and fell asleep.
(lie/ lied / lay)
- ix) Did you used to ----- with dolls?
(play / playing / played)
- x) She ----- every night.
(Study / studies / studied)

3. a) What are the important elements in structure of a paragraph, how are they organized? 8
OR
Explain the various barriers of communication which hinder a communication process.
- b) Explain the importance of communication skills. 6
OR
What will you do and don't while selecting proper words or phrases in a written text?
4. What is a Formal Reports? Discuss the elements in the main body. 10
OR
Enumerate various purposes an advertisement serves. Explain advantages of different media.
5. a) You are the purchase Manager of a company, place an order for twenty computers to the company whose quotation was accepted by the management. 5
OR
Explain the significance of "non-verbal" part of interpersonal skills.
- b) What is the purpose of Group Discussion? How will you organize a Group Discussion? 8
OR
How will you prepare yourself for personal interview? Explain.
6. a) How you will make listening effective and active? 5
OR
Explain Do's and Dont's of Group Discussion.
- b) Explain the process of 'communication skills' through a model. 8
OR
Write short notes with suitable example on:-
i) Pie graph. ii) Bar graph.
