

Seat No.: _____

Enrolment No. _____

GUJARAT TECHNOLOGICAL UNIVERSITY

MCA - SEMESTER- 1 EXAMINATION – WINTER 2018

Subject Code: 2610005

Date: 10-01-2019

Subject Name: Communications Skills

Time: 10.30 am to 1.00 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) Do as Directed 07**
1. Give one word for: Hardcopy describing the uses and design of hardware.
 2. Give one word for: Direct telephone line for emergency use.
 3. Give antonyms of: Professional , Educated
 4. Give synonyms of: Beautiful, Difficult
 5. Form a statement using the given idiom: Be in someone's good books.
 6. Form a statement using the given idiom: On the cloud nine.
 7. Give an example of Homophones
- (b) Do as Directed 07**
- 1) Fill in the blanks with suitable comparative adjective.
 - a) Cars are _____ (safe) than motorbikes.
 - b) Zinc is _____ (malleable) than diamond.
 - 2) Fill in the blanks with suitable prepositions.
 - a) Please be comfortable and sit _____ an armchair.
 - b) He held his breath _____ seven minutes.
 - 3) Fill in the blank with appropriate verbs
 - a) Everything _____ (change) with smile.
 - b) By 2020, robots _____ (take over) many of the jobs that people do today.
 - 4) Fill in the blank with appropriate conjunction.
 - a) Make haste, _____ you will be late.
 - b) Bread _____ milk is wholesome food.
 - 5) Fill in the blank with appropriate articles.
 - a) Japanese is _____ easy language.
 - b) _____ Ganga is _____ sacred river.
 - 6) Active to Passive voice: The father explained the exercise to the children.
 - 7) Passive to Active voice: The students were informed that the class had been cancelled.
- Q.2 (a) Is language an important key in communication explain with different situational example. 07**
- (b) Emails are fasted means of communications, but have some drawbacks. Discuss. 07**
- OR**
- (b) Safe Insurance company seeks personable, college-trained person to manage office of five employees. People skills and good communication ability a must. Knowledge of office procedures and Word processing essential. Send application within 10 days to Human Resource Office. P.O.Box 112, Surat. Write a Job application letter in response of the same. 07**
- Q.3 (a) What is communication? Explain modes of Communications. 07**

- (b) Explain the following terms in reference to paralinguistic communication: Pace, Articulation, Pronunciation and voice modulation **07**
- OR**
- Q.3** (a) How is feedback important in communication? Give examples of delayed feedback. **07**
- (b) Short note on telephonic conversations and etiquette **07**
- Q.4** (a) 'Voice quality impacts your business presentation.' Discuss this situation with suitable example. **07**
- (b) What are interviews? Explain the types of Interviews **07**
- OR**
- Q.4** (a) What are meetings? Explain the process of meetings? **07**
- (b) Short note on controlling nervousness and stage fright. **07**
- Q.5** (a) What is technical writing? Discuss characteristics of technical writing **07**
- (b) Explain different technology based communication tools. **07**
- OR**
- Q.5** (a) Explain the terms with example: Acronyms, Abbreviations, Jargon, and Phrase. **07**
- (b) What are reports? Explain different categories of reports. **07**
