

GUJARAT TECHNOLOGICAL UNIVERSITY
MCA INTEGRATED – SEMESTER – I • EXAMINATION – SUMMER - 2018

Subject Code: 4410605**Date: 30/05/2018****Subject Name: Communication Skills - I****Time: 10:30 am - 01:00 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) What do you mean by communication? Explain the process of communication. **07**
 (b) Discuss a few aspects of business where communication is very important. **07**
- Q.2** (a) List and explain the paralinguistic features of non verbal communication. **07**
 (b) List all the barriers to effective listening. Explain any five. **07**
- OR**
- (b) What are the major differences between hearing and listening? How is listening important for a professional? **07**
- Q.3** (a) A). Fill in the blanks with appropriate Prepositions: **07**
 1. Rahul comes to work by car, but I prefer to come ____ foot.
 2. This is the worst earthquake hit area ____ the country.
 3. It is natural in every man to wish ____ distinction.
 4. The income derived ____ the ownership of land is commonly called rent.
 5. The whole country is replete _____ filth.
 B.) Choose the correct modals in the following sentences.
 1. _____ you speak English fluently?
 2. _____ his soul live in eternal peace!
- (b) Discuss the fundamentals of effective presentations. **07**
- OR**
- Q.3** (a) A). Fill in the blanks with appropriate Articles: **07**
 1. _____ Republic of South Africa finally made its mark in cricket.
 2. Japanese is _____ easy language.
 3. Sherlock Holmes was playing _____ violin when the visitor arrived.
 4. Lead is _____ very heavy metal.
 5. He is likely to come to us in _____ afternoon.
 B). Fill in the blanks with suitable conjunctions.
 1. Give up smoking _____ face the consequences.
 2. _____ he pretends to be against hypocrisy, he himself is a hypocrite.
- (b) What is reading? Explain types of reading. **07**

- Q.4 (a)** Fill in the blanks with suitable forms of verbs: **07**
1. The university was _____ (found) by the Chief Minister.
 2. We _____ (see) a man coming from the far end of the road.
 3. I _____ (speak) to him last night.
 4. The explorer _____ (explain) the latest discovery regarding pyramids in Egypt in his research.
 5. The CEO _____ (consider) a transfer to Mumbai where profits would be larger.
 6. The speaker of the House _____ (finish) her term in May next year.
 7. Dr. Jahangir _____ (present) his research on language next week.
- (b)** Write down brief notes on **07**
i) Haptics ii) Proxemics

OR

- Q.4 (a)** What are the ways to identify the central idea of a passage? Write a short note in about 200 words. **07**
- (b)** What are the key features of a good paragraph? Explain each with example. **07**
- Q.5 (a)** 'Body Language can make or mar a speech'. Discuss in detail. **07**
- (b)** Write down essay in about 300 words on any one topic. **07**
i) Sense of humour.
ii) IPL Cricket Match

OR

- Q.5 (a)** List out the methods of preparing Notes. Explain any two. **07**
- (b)** What are the major differences between efficient readers and inefficient readers? Discuss and substantiate. **07**
