

GUJARAT TECHNOLOGICAL UNIVERSITY
MCA Integrated– SEMESTER –I EXAMINATION –SUMMER-2019

Subject Code:4410605**Date: 04-06-2019****Subject Name: Communication Skills-1****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. State which is a proper noun and common noun: Milk is good for health.
 2. The girl was a stunner, she had blonde _____ (hairs/hair).
 3. _____ (Businesses/ Business) cannot grow in times of recession.
 4. We are at _____ (God's/Gods') mercy.
 5. _____ (Its'/It's) my duty to serve my parents.
 6. State the adjectives: Red rose has a unique quality.
 7. He _____ (fall/fell) from the stairs and broke his leg.
- (b) Do as directed: 07**
1. Fill in the blank with appropriate preposition.
 - a. Is he going to come _____ train?
 - b. The news of accident made us all worried _____ his safety.
 2. Fill in the blank with appropriate conjunctions.
 - a. _____ he comes now, we cannot go _____ watch the match.
 - b. They are _____ rich _____ generous.
 3. Fill in the blank with appropriate article wherever required.
 - a. Don't worry, I will finish _____ work by _____ evening.
 - b. _____ 22nd June is _____ hottest day of _____ year.
 4. Fill in the blank with appropriate modals.
 - a. I _____ leave, I am getting late.
 - b. _____ his soul live in eternal peace.
 5. Rewrite the statement correctly: I talked to my colleague before I had informed the boss about the problem.
 6. Change the following direct statement into indirect statement: Don't worry! I'll take you home safely.
 7. _____ (No sooner / hardly) was I in the office (than/then) my boss called me in.
- Q.2 (a) Discuss the barriers of effective communication. 07**
- (b) List and explain elements of body language. 07**
- OR**
- (b) What are the key features of a good paragraph? Explain each with example 07**
- Q.3 (a) How can you reduce stage fright? 07**
- (b) What is the difference between hearing and listening? Discuss in detail. 07**
- OR**
- Q.3 (a) Discuss the fundamentals of effective presentations. 07**
- (b) What is listening? State and explain the types of listening. 07**
- Q.4 (a) List and explain the paralinguistic features of non-verbal communication. 07**

- (b) “Writing a precis does not mean restoring to a pale imitation of the origin, but involving yourself in a creative process”. Do u subscribe to the view? Discuss. **07**

OR

- Q.4** (a) What is reading? State and explain the types of reading. **07**
(b) What do you mean by negotiation? Explain different types of negotiation. **07**

- Q.5** (a) Short note on Proxemics. **07**
(b) Write an essay on any one topic **07**
1. India 2020.
2. Generation Gap

OR

- Q.5** (a) Explain any two methods of preparing notes. **07**
(b) Write an essay on any one topic **07**
1. Developed India.
2. Sense of humor.
