

GUJARAT TECHNOLOGICAL UNIVERSITY**MCA Integrated - SEMESTER- 1 EXAMINATION – WINTER 2018****Subject Code: 4410605****Date: 10-01-2019****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. Fill in the blanks with appropriate preposition.
 - 1) There is still no cure _____ the common cold.
 - 2) Even today, we don't have access _____ information in our country.
 - 3) As a country, we are accustomed _____ corruption and dishonesty.
 2. Use articles whenever required in following sentences.
 - 1) _____ Republic of South Africa finally made its mark in cricket.
 - 2) He's _____ much fitter person than I am.
 3. Choose the correct nouns to make the sentences grammatically correct.
 - 1) Javed is a man of letter/letters.
 - 2) There are so many pollutants in the air/airs of the city.
- (b)** Do as directed : **07**
1. Fill in the blanks with suitable forms of verbs.
 - 1) Jeff is from London. He (live) _____ there all his life.
 - 2) I (not go) _____ to the cinema last night. I was too tired.
 2. Rewrite the following sentences using passive voice.
 - 1) Someone has picked my pocket.
 - 2) Dr. Samuel Johnson compiled the first English dictionary.
 - 3) You have not yet reported me.
 3. Choose the correct tenses in the following sentences.
 - 1) Mr. Marshall passed away / has passed away in the night.
 - 2) Wait; I did not/have not yet finished my work.
- Q.2 (a)** What are the major differences between hearing and listening? How is listening important for a professional? **07**
- (b)** Discuss the barriers of effective communication. **07**
- OR**
- (b)** List and explain the paralinguistic features of non verbal communication. **07**
- Q.3 (a)** Discuss the points you would bear in mind while making a group presentation. **07**
- (b)** What are the major difference between efficient readers and inefficient readers? Discuss and substantiate. **07**
- OR**
- Q.3 (a)** 'Body Language can make or mar a speech'. Discuss in detail. **07**
- (b)** What is reading? Explain types of reading. **07**
- Q.4 (a)** Explain various stages in essay writing. **07**
- (b)** Write a short note on Proxemics. **07**
- OR**
- Q.4 (a)** Explain the techniques used for paragraph development. **07**
- (b)** What do you mean by communication? Explain the process of communication. **07**
- Q.5 (a)** Write down essay in about 300 words on any one topic. **07**

- 1) Life in a hostel.
 - 2) GTU Youth Festival
- (b) List out the methods of preparing Notes. Explain any two. **07**
- OR**
- Q.5** (a) List all the barriers to effective listening. Explain any five. **07**
- (b) Discuss a few aspects of business where communication is very important. **07**
