

GUJARAT TECHNOLOGICAL UNIVERSITY**MCA Integrated– SEMESTER –I EXAMINATION– WINTER - 2019****Subject Code: 4410605****Date:26/12/ 2019****Subject Name: Communication Skills-1****Time: 10.30 am to 01.00pm****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 what is a proper noun.
 2. What is adjective?
 3. He _____ (fall/fell) from the stairs and broke his leg.
 4. Javed is a man of _____(letter/letters).
 5. There are so many pollutants in the _____ (air/airs) of the city.
 6. I _____(speak, spoke) to him last night.
 7. We _____(see, saw) a tiger five years ago.
- (b) Do as directed : 07**
1. We pine _____ (on, for) what is not there.
 2. _____ (No sooner / hardly) was I in the office (than/then) my boss called me in.
 3. Don't worry; we are prepared _____(on, for) anything.
 4. The jury _____ (did, has) decided to hear the case at an early date.
 5. I am not feeling hungry, I _____.(has, have) taken heavy breakfast
 6. We must abstain _____ (from, for) bad habits.
 7. She always reads newspapers _____(in,on) the morning.
- Q.2 (a) What do you mean by communication? Explain the process of communication. 07**
- (b) Mention the qualities of a good listener. 07**
- OR**
- (b) What is listening? State and explain the types of listening. 07**
- Q.3 (a) How can you reduce stage fright? 07**
- (b) Discuss the barriers of effective communication. 07**
- OR**
- Q.3 (a) List and explain the paralinguistic features of non-verbal communication. 07**
- (b) What is reading? State and explain the types of reading. 07**
- Q.4 (a) What do you mean by negotiation? Explain different types of negotiation. 07**
- (b) List out the methods of preparing Notes. Explain any two. 07**
- OR**
- Q.4 (a) What are the key features of a good paragraph? Explain each with example. 07**
- (b) What are the major difference between efficient readers and inefficient readers? 07**
Discuss and substantiate.
- Q.5 (a) Write a short note on Proxemics and Haptics. 07**
- (b) Write down essay in about 300 words on any one topic. 07**
1. Global Warming
 2. Favourite Festival
- OR**
- Q.5 (a) Explain the techniques used for paragraph development. 07**
- (b) Write down essay in about 300 words on any one topic. 07**
1. GTU Youth Festival
 2. Favourite Online Game