

Seat No.: _____

Enrolment No. _____

GUJARAT TECHNOLOGICAL UNIVERSITY

MCA - SEMESTER- I EXAMINATION – WINTER 2019

Subject Code: 3610005

Date: 30/12/2019

Subject Name: Communications Skills

Time: 10:30 AM TO 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)** Explain the following terms giving a suitable example of each. **07**
1. Homonym
 2. Homophone
 3. Eponym
 4. Phrasal word
 5. Synonym
 6. Gerunds
 7. Superlative degrees
- (b)** Do as Directed. **07**
1. Fill in the blanks with suitable comparative adjective.
 - a. The summer here is _____ (long) than the winter.
 - b. Pluto is the _____ (far) planet in the solar system.
 2. Fill in the blanks with suitable prepositions.
 - a. He usually travels to Ahmedabad _____ train.
 - b. Is the flight _____ time.
 3. Fill in the blank with appropriate verbs
 - a. I am sure you _____ (pass) the exam.
 - b. He joined us 12 year ago and he still _____ (work) for us.
 4. Join the following statement with suitable conjunctions. Make necessary changes.
 - a. We went to the dance show. We did not get the seat.
 - b. I have cricket bat. I have a set of stumps.
 5. Fill in the blank with appropriate articles.
 - a. The car goes 100km _____ hour speed.
 - b. I have _____ terrible headache.
 6. Active to Passive voice: Raman has forgotten the book.
 7. Active to Passive voice: Mother waters the flowers.
- Q.2 (a)** Is language an important key in communication explain with different situational example. **07**
- (b)** Write a collection letter to Mr. Dhyanchand who has taken good on credit of Rs.45,000 from you company, make necessary assumptions. **07**
- OR**
- (b)** Imagine you are an instructor of a course in which 50 students have registered. Draft an email to be sent to all these students asking them to select a topic of their choice and prepare for a professional presentation of 10minutes duration. **07**
- Q.3 (a)** Differentiate between Verbal and Non-verbal communication, and Internal and External communications **07**
- (b)** What is conversation? Explain the types of conversations and strategies of effective conversations. **07**

OR

- Q.3** (a) Explain flow of communication and communication network in detail. **07**
(b) Short note on public speaking **07**
- Q.4** (a) Explain different types of visual aids used in presentations **07**
(b) Explain job interview process. **07**

OR

- Q.4** (a) Short note on group discussion. **07**
(b) Short note on controlling nervousness and stage fright. **07**
- Q.5** (a) What is impersonal and formal writing? Explain their role in technical writing with proper example. **07**
(b) Compare research paper, dissertations and thesis. **07**

OR

- Q.5** (a) Explain the terms with example: Acronyms, Abbreviations, Jargon, and Phrase. **07**
(b) Explain positive and negative impact on technology enabled communication **07**
