

**GUJARAT TECHNOLOGICAL UNIVERSITY**  
**MCA Integrated - SEMESTER-I • EXAMINATION – WINTER • 2014**

**Subject Code: 4410605****Date: 02-01-2015****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) Do as directed. 07**
- i) Use articles a, an or the whenever required in following sentence.
- 1) Give me \_\_\_\_\_ some rice; I really don't need \_\_\_\_\_ whole of it.
  - 2) I spoke to \_\_\_\_\_ Principal of \_\_\_\_\_ college in \_\_\_\_\_ morning.
- ii) Choose the correct nouns to make the sentence grammatically correct.
- 1) Have you got all the informations/information?
  - 2) That cost me thirty thousands/thousand rupees.
- iii) Rewrite the following sentence using passive voice.
- I) You have not yet reported me.
  - II) The glass broke as you walked over it.
  - III) Fans expected our team to win, but we lost.
- (b) Do as directed. 07**
- i) Fill in the blank with the correct form of the verb given within brackets:
- 1) The explorer \_\_\_\_\_ (explain) the latest discovery regarding pyramids in Egypt in his research.
  - 2) The CEO \_\_\_\_\_ (consider) a transfer to Mumbai where profits would be larger.
- ii) Fill in the blanks with appropriate option.
- 1) The teachers at the conference \_\_\_\_\_ (identify) the innovative methods of teaching.
  - 2) I am not feeling hungry, I \_\_\_\_\_ (take) heavy breakfast.
  - 3) My children \_\_\_\_\_ (play) badminton, while I \_\_\_\_\_ (sleep).
  - 4) Don't worry, we are prepared \_\_\_\_\_ anything. (by, for)
  - 5) Give up smoking \_\_\_\_\_ face the consequences. (and, or)
- Q.2 (a) Define Communication. What are the features of success+ful Professional Communication? 07**
- (b) What are the major differences between hearing and listening? How is listening important for a professional? 07**
- OR**
- (b) Write down brief note on 07**
- i) Haptics ii) Proxemics
- Q.3 (a) 'Body Language can make or mar a speech'. Discuss in detail. 07**
- (b) Discuss the points you would bear in mind while making a group presentation. 07**
- OR**
- Q.3 (a) Explain Paralinguistic Features of Non Verbal Communication. 07**

- (b) Write short notes on each of the following. **07**  
i) Posture ii) Facial Expression
- Q.4** (a) What are the major difference between efficient readers and inefficient readers? **07**  
Discuss and substantiate.
- (b) What are the Barriers to effective Listening? **07**  
**OR**
- Q.4** (a) What are the five methods of note making and how they are different from each other? **07**
- (b) Explain various stages in essay writing. **07**
- Q.5** (a) PowerPoint slides are used not just for decorative purpose; they must be functional; Discuss and substantiate. **07**
- (b) What are the key features of a good paragraph? Explain each with example. **07**  
**OR**
- Q.5** (a) Write short note on following methods of preparing Notes. **07**  
i) The Outlining Method  
ii) The Taxonomizing Method
- (b) Write down essay in about 300 words on any one topic. **07**  
i) Value of discipline in life.  
ii) Do we need a revamp in our education system?

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