Seat No.: _____ Enrolment No._____

# GUJARAT TECHNOLOGICAL UNIVERSITY

**MCA Integrated - SEMESTER–I • EXAMINATION – SUMMER • 2014**

**Subject Code: 4410605** **Date: 27-06-2014**

**Subject Name: Communication Skills – I**

**Time: 02:30 pm to 05:00 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)** i) Fill in the blanks with appropriate peposition. **07**

1) We must abstain _____ bad habits.
2) As a country, we are accustomed _____ corruption and dishonesty.
3) We pine _____ what is not there.

ii) 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.

iii) 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.

**(b)** i) Choose the correct tenses in the following sentences. **07**

1) Mr. Marshall passed away / has passed away in the night.
2) No problem; we have had / we had our dinner.

ii) Rewrite the following sentences using passive voice.

1) I always service my car at this service station.
2) Earlier people believed that AIDS spreads by touch.
3) Fans expected our team to win, but we lost.

ii) 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.

**Q.2** **(a)** What are different types of passages for reading comprehension? **07**

**(b)** Explain Paralinguistic Features of Non Verbal Communication. **07**

**OR**

**(b)** 'Body Language can make or mar a speech'. Discuss in detail. **07**

**Q.3** **(a)** While reading a passage why should you try to understand the author's point of view? Discuss in about 200 words. **07**

**(b)** Discuss the points you would bear in mind while making a group presentation. **07**

**OR**

**Q.3** **(a)** PowerPoint slides are used not just for decorative purpose; they must be functional; Discuss and substantiate. **07**

**(b)** What are the major differences between efficient readers and inefficient readers? Discuss and substantiate. **07**

| | | | |
|---|---|---|---|
| **Q.4** | **(a)** | What are the major differences between hearing and listening? How is listening important for a professional? | **07** |
| | **(b)** | Write short notes on each of the following.<br>i) Posture ii) Facial Expression | **07** |
| | | **OR** | |
| **Q.4** | **(a)** | What are barriers to communication? Explain each in brief | **07** |
| | **(b)** | Counseling, instructing, giving orders, persuasion are some of the purpose of communication. Discuss. | **07** |
| **Q.5** | **(a)** | Define Communication. What are the features of successful Professional Communication? | **07** |
| | **(b)** | Write down essay in about 300 words on any one topic.<br>i) Value of discipline in life.<br>ii) Do we need a revamp in our education system? | **07** |
| | | **OR** | |
| **Q.5** | **(a)** | Write short note on following methods of preparing Notes.<br>i) The Outlining Method<br>ii) The Taxonomizing Method | **07** |
| | **(b)** | Write down essay in about 300 words on any one topic.<br>i) Sense of humour.<br>ii) Success and failure. | **07** |

**********