



MBB-003-004101

Seat No. _____

B. Sc. (IT) - I (Sem. I) (CBCS) Examination

November / December – 2016

English : CS - 01

(Communication Skills) (Old Course)

Faculty Code : 003

Subject Code : 004101

Time : $2\frac{1}{2}$ Hours]

[Total Marks : 70

Instruction : Figures to the right indicate maximum marks.

1 Answer the following questions : **20**

- (1) Sachin _____ cricket everyday. (Insert proper form of verb 'play')
- (2) She _____ in a beauty shop. (Insert proper form of verb 'work')
- (3) The moon _____ in the night. (Insert proper verb form of 'appear')
- (4) He and she _____ a film yesterday. (Insert proper verb form of 'watch')
- (5) Look! It _____. (Insert proper verb form of 'rain')
- (6) Dhoni is _____ cricketer. (Insert an article)
- (7) The sun sets in _____ west. (Insert an article)
- (8) He is _____ honest man. (Insert an article)
- (9) She is _____ brightest student. (Insert an article)
- (10) Man is _____ social animal. (Insert an article)
- (11) What is the Synonym of 'capacity' ?
- (12) What is the opposite of 'Coward' ?
- (13) What is the synonym of 'courageous' ?
- (14) What is the antonym of 'ability' ?

- (15) What is the antonym of 'forget' ?
- (16) One's life story written by oneself (give one word)
- (17) Catalogue means a list of things. (say true or false)
- (18) Someone on foot is called pedestrian. (say true or false)
- (19) Before : after :: Pre : Post (Say true or false)
- (20) The plural form of 'ox' is 'oxen' (say true or false)

2 (A) Write any **three** of the following : **6**

- (1) Who encodes the message in communication ?
- (2) What 'para' means in paralanguage ?
- (3) Which type of communication notice is ?
- (4) What is feedback ?
- (5) Which type of communication interview is ?
- (6) Which type of communication posture is ?

(B) Answer any **three** of the following : **9**

- (1) What is group discussion ?
- (2) What is grapevine ?
- (3) What is Body Language ?
- (4) What is space ?
- (5) What is public speaking ?
- (6) What is presentation skill ?

(C) Answer any **two** of the following : **10**

- (1) What is the purpose of communication ?
- (2) What is verbal communication ?
- (3) What is non-verbal communication ?
- (4) What are the barriers of communication ?
- (5) Explain the process of communication.

3 (A) Answer any **two** of the following : **10**

- (1) Write a report on financial gain due to Janmashmi fair in the area of your factory.
- (2) Prepare a report of a president regarding heavy loss in business due to earthquake.
- (3) Write a report of general manager regarding dishonesty of an employee.
- (4) As a manager of a firm write a report on marketing strategies of the firm.

(B) Answer any **two** of the following : **15**

- (1) Write an application letter for the post of a computer programmer.
- (2) On behalf of your company put an order of various models of laptops.
- (3) Prepare an inquiry letter to Samsung company for various models of cell phones.
- (4) Draft a complaint letter to the principal regarding the negative effect of free Wi-Fi in the college.
