



HDE-003-003107

Seat No. _____

B. C. A. (Sem. I) (CBCS) Examination

November / December – 2017

CS-1 : Communication Skills

(Old Course)

Faculty Code : 003

Subject Code : 003107

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

[Total Marks : 70

- 1 (a) Fill in the blanks with appropriate prepositions : **5**
(any **five**)
- (1) It snows here every year in December and we play in the snow _____ Christmas day.
 - (2) Michael is leaving _____ Germany on Friday.
 - (3) How many of you come _____ bus?
 - (4) India has been fighting against terrorism _____ decades.
 - (5) From Rajkot _____ Morbi is not a long distance.
 - (6) Dr. A. K. Singh has been heading the new department _____ 2006.
 - (7) My friend is really good _____ Mathematics.
- (b) Complete the sentence using the appropriate forms of the verbs given in the brackets : (any **five**) **5**
- (a) Did you _____ to him yesterday ?
(to talk)
 - (b) We _____ basketball on Fridays. It has been our practise since 2002.
(to play)
 - (c) When the tourists reached the airport, the aeroplane _____ already _____.
(to leave)

- (d) The audience _____ patiently for the chief guest for the last 30 minutes. (to wait). I don't know how long the waiting will continue.
- (e) Does she _____ French ?
(to know)
- (f) I _____ an Indian.
(to be)

(c) Fill in the blanks with the right article : (any five) **5**

- (1) _____ Indian parliament is a place to be respected.
- (2) _____ apple a day keeps the doctor away.
- (3) _____ picture that you gave me yesterday is not found.
- (4) A CD is cheaper than _____ cassette.
- (5) Bhoomi is _____ best student of the school this year.
- (6) They don't wait for more than _____ hour.

(d) Change the voice : (any **five**) **5**

- (1) All the students have learned all the answers.
- (2) Shut the door.
- (3) Are you completing the journal?
- (4) We accept the reality.
- (5) The chief guest is expected on time.
- (6) The problem should have been solved in the given time.

2 (a) Answer the following questions in a sentence or two : **6**
(any **three**)

- (1) What is group discussion?
- (2) What is the meaning of verbal communication?
- (3) What is body language in communication?
- (4) What is the meaning of posture in communication?
- (5) What is communication?
- (6) What is space language in communication?

- (b) Answer the following questions in brief : (any **three**) **9**
- (1) What is para language in communication ?
 - (2) How can public speaking be made more effective?
 - (3) What are the advantages of written communication?
 - (4) What is the relevance of group discussion?
 - (5) How can one prepare better to face the interview?
 - (6) What are the points to be borne in mind in preparation to presentation?
- (c) Write short notes : (any **two**) **10**
- (a) The process of communication.
 - (b) Advantages of oral communication
 - (c) Non- verbal communication
 - (d) Effective presentation skills
 - (e) Dos and dont's in group discussion
- 3** (a) Answer the following questions in a sentence or two: **6**
(any **three**)
- (a) What is a formal conversation?
 - (b) What are the guidelines for effective conversation?
 - (c) What is a report?
 - (d) What are the various types of reports?
 - (e) What is a business report?
 - (f) What is a press report?
- (b) Attempt any three of the following : **9**
- (1) One of your close friends has purchased a new house in your colony. Introduce him to your neighbours. Draft a conversation.
 - (2) You are at a party. Introduce your friends to your family. Draft a conversation.
 - (3) You meet your childhood friend after many years. Draft a conversation.

- (4) Write a letter to the police commissioner informing him about constant burglary in your street.
- (5) Write a letter to the municipal commissioner, drawing his/her attention to the encroachment on the government land in the city.
- (6) Draft letter to your distant relative, inviting him/her to a family get-together.

(c) Attempt any two of the following :

10

- (1) A. Expand the idea "Union is Strength".
- (2) Draft a press report on the Navaratri celebrations in your colony.
- (3) There has been remarkable decline in the sale of sports goods manufactured by a company. The marketing manager has been asked to report with recommendations for stopping the decline. Prepare a report.
- (4) It has been proposed that the working hours of your bank branch be change to morning and evening hours, for the banking convenience of the customers. As the manger of the bank, you have been appointed to look into the feasibility of implementing the proposal. Prepare your report with recommendations.
- (5) On behalf of Rajesh Parmar MCA, Ph.D, draft a letter to the Registrar, M. S. University, Ahmadabad, applying for the post of the associate professor in the dept. of Computer Science, and enclose your resume along with the letter.