

HDE-111111111111111 Seat No. _____

B. Sc. / B. C. A. / B. Sc. - IT (Sem. I) (CBCS - WIF - 2016) Examination

November/December - 2017

		English	
	(T	echnical Communication Skill) (Old Course)	
Time: 2	$2\frac{1}{2}$ H	ours] [Total Marks :	70
Instruct	ion	: Figures to the right indicate maximum marks.	
1 (a)	Fill	in the blanks with appropriate words.	4
	(Fee	edback, message, encoding, decoding)	
	(1)	is the heart in the Process of communication	n.
	(2)	The return flow of communication is called	_•
	(3)	The function of symbolizing a message in words or	
		Pictures is called	
	(4)	The function of interpreting and understanding the	
		message is called	
(b)	Ans	wer any one in brief:	2
	(1)	What is communication ?	
	(2)	What is the medium in communication process?	
(c)	Ans	wer any one in short :	3

- - Explain communication as a goal oriented process. (1)
 - What is verbal communication? (2)
- Write any one short note: 5 (d)
 - Barriers of Communication. (1)
 - (2) Informal Communication.

2	(a)	Fill	in the blanks with appropriate words	4
		(rig	idity, written, repeated, reference, notice)	
		(1)	communication requires conscious efforts.	
		(2)	is one of the advantages of written	
			communication.	
		(3)	is one of the limitations of written communication	n.
		(4)	is a situation for written communication.	
	(b)	Ans	swer any one in brief :	2
		(1)	How is written communication time consuming?	
		(2)	How is permanent record is one of the advantages	
			of written communication?	
	(c)	Ans	swer any one in short:	3
		(1)	What is office memorandum?	
		(2)	What is sale letter?	
	(d)	Wri	te any one short note :	5
		(1)	Write a report about declining sales of the compan	y.
		(2)	Prepare a resume for the post of an assistant accountar	nt.
3	(a)	Fill	in the blanks with appropriate words	4
		(voi	ce, personel touch, confident, poor retention)	
		(1)	is the advantage of oral communication.	
		(2)	tells about the Speaker's gender, backgroun	ıd,
			education.	
		(3)	is the limitation of oral communication.	
		(4)	A candidate should be at the time of intervie	w.
	(b)	Ans	swer any one in brief :	2
		(1)	What is oral communication?	
		(2)	What is interview?	
	(c)	Ans	swer any one in short:	3
		(1)	What are the Do's for facing interview?	
		(2)	What kinds of visual aids can be used in Presentation	ı ?

	(d)	Write any one short note:	5
		(1) Types of Meeting.	
		(2) Features of a good presentation.	
4	(a)	Fill in the blanks with appropriate words	4
		(ego, sympathetic, open minded, active)	
		(1) Sensitive listening is also called listening.	
		(2) is the best kind of listening.	
		(3) is the barrier of listening.	
		(4) Listener should be while listening.	
	(b)	Answer any one in brief:	2
		(1) What is interpreting in the Process of Listening?	
		(2) What is evaluating in the Process of Listening?	
	(c)	Answer any one in short:	3
		(1) What is Passive Listening?	
		(2) What is projective Listening?	
	(d)	Write short note: (any one)	5
		(1) Barriers of Listening	
		(2) Negotiation skills.	
5	(a)	Fill in the blanks with appropriate words	4
		(over, from, at, into)	
		(1) The cat jumped the well.	
		(2) Birds are flying the farm.	
		(3) Ravi gets up 6:00 am daily.	
		(4) India became free the British rule in 1947.	
	(b)	Answer any one in brief :	
		(1) What is Personal space language?	
		(2) What is social space language?	
	(c)	Answer any one in short:	3
		(1) How does audio-sound communicate?	
		(2) How do eyes communicate various messages ?	
	(d)	Write any one short note:	5
		(1) Advantages of visual signals	
		(2) Para language.	