

HDO-11111111111111111-B Seat No. _____

B. Sc., B.C.A. / B. Sc. (I.T.) (Common) (Sem. I) (CBCS) Examination

November / December - 2017 English

(Scientific Technical Com. Skill) (Old Course)

Time: 2	$2\frac{1}{2}$ H	fours] [Total Marks :	70	
1 (a)	Fill	in the blanks with the appropriate words given in	4	
	the	brackets:		
	(two, feedback, receiver, message)			
	(1)	The activity of sending reply to a message is called		
		·		
	(2)	The person or group to whom the message is		
		directed to is called		
	(3)	is the heart of the process of		
		communication.		
	(4)	Communication is way process.		
(b)	Ans	wer the following questions in brief: (any one)	2	
	(1)	Write any one definition of communication.		
	(2)	How is communication complex process?		
(c)	Ans	wer the following questions in detail: (any one)	3	
	(1)	Communication is a dynamic process - Explain.		
	(2)	What is decoding?		
(d)	Writ	te a short note on the following: (any one)	5	
	(1)	Process of Communication		
	(2)	Importance of Communication.		

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[Contd...

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2	(a)	Fill in the blanks with the appropriate words given in 4 the brackets:			
		(1) is a situation for written communication.			
		(2) Written communication is a activity.			
			(3) Lack of secrecy is one of the of written communication.		
		(4) Repeated reference is one of the of written communication.			
	(b)	Answer the following questions in brief: (any one)	2		
		(1) What is written communication?			
		(2) What are the media of written communication?			
	(c)	Answer the following questions in detail: (any one)			
		(1) What is the format of business report?			
		(2) What is persuasive letter?			
	(d)	Write on the following: (any one)			
		(1) Prepare a resume of the post of a lecturer in commerce college.			
		(2) Write a report on the NCC camp of your college. (press report.)			
3	(a)	State the following sentences are True or False.	4		
		(1) An interviewee should not avoid too many gestures while facing interview.			
		(2) A candidate should build a positive mindset before facing an interview.			
		(3) A good presentation should be arranged in logical sequence.			
		(4) There is no need to maintain proper eye contact in presentation.			
	(b)	Answer the following questions in brief: (any one)	2		
		(1) What is oral communication?			
		(2) What is meeting?			
	(c)	Answer the following questions in detail: (any one)	3		
		(1) Discuss planning and organization of meetings.			
		(2) Explain distribution of time in presentation.			
	(d)	Write short notes on the following: (any one)	5		
		(1) Advantages of oral communication.			
		(2) Types of interview.			

4	(a)	True or False:	4
		(1) A good listener should be closed minded.	
		(2) The ego helps to listen any message effectively.	
		(3) Active listening is the best kind of listening.	
		(4) Sentive listening is also called sympathetic listening.	
	(b)	Answer the following questions in brief: (any one)	2
		(1) What is interpreting a message in listening skill	?
		(2) How to avoid selective listening?	
	(c)	Answer the following questions in detail: (any one)	3
		(1) Which factors help in listening?	
		(2) What is marginal listening?	
	(d)	Write short note on the following: (any one)	5
		(1) Process of listening.	
		(2) Negotiation skill.	
5	(a)	Fill in the blanks with the appropriate words given in	4
		the brackets:	
		(on, in, at, over)	
		(1) My birthday is 1988.	
		(2) The fly is flying the leaves.	
		(3) The film will start 9:00 P.M.	
		(4) The book the table is mine.	
	(b)	Answer the following questions in brief: (any one)	2
		(1) What is intimate zone?	
		(2) What is public zone?	
	(c)	Answer the following questions in brief: (any one)	3
		(1) What is non-verbal communication? How do various sounds signals convey messages?	
		(2) How does 'silence' communicate ?	
	(d)	Write a short note on the following: (any one)	5
	` /	(1) Body language.	
		(2) Para language.	