



PBJ-003-0491001 Seat No. _____

B. Sc. / M. Sc. (Sem. I) Examination

November / December - 2018

Foundation Course : Communication Skills : Paper - I

Faculty Code : 003

Subject Code : 0491001

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

[Total Marks : 70

- 1 (a) Answer the following questions : (any **one**) 4
- (1) Define communication and draw its process.
 - (2) Explain the terms Sender and Receiver.
- (b) Attempt any **one** of the following : 5
- (1) Write a note on Oral Communication.
 - (2) Write a note on Gestures and Body Language.
- (c) Attempt any **one** of the following : 5
- (1) Explain how noise and poor communication become barriers in communication.
 - (2) Explain how Clarify, Consideration and Correctness help to make your communication effective ?
- 2 (a) Answer the following questions : (any **one**) 4
- (1) Explain Discriminative Listening.
 - (2) How voice and tone of the speaker affect listening ?

- (b) Attempt any **one** of the following : 5
- (1) Differentiate between Active Listening and Passive Listening.
 - (2) What is listening ? Explain Focused and Attentive Listening.
- (c) Attempt any **one** of the following : 5
- (1) What are the themes of the story of *The Letter* ?
 - (2) How did the nightingale receive the red rose ?
- 3 (a) Answer the following questions : (any **one**) 4
- (1) You meet your classmate at a party. Draft a conversation introducing your friend to you elder brother.
 - (2) Draft a conversation between Ravi and Rushit on greetings and leave taking.
- (b) Answer the following questions : (any **one**) 5
- (1) Draft a conversation between Rahil and bank manager making enquiries for opening the bank account.
 - (2) You are at the Airport. Draft a conversation between you and the officer regarding the booking of your tickets to a destination.
- (c) Answer the following questions : (any **one**) 5
- (1) Mark and Ann meet at a restaurant. Mark is very choosy about his food. Draft a conversation between them regarding likes and dislikes.
 - (2) Draft a conversation for making inquiries at the railway station.

- 4 (a) Fill in the blanks with appropriate form of Tense. 4
- (1) Look, the birds _____ in the sky. (to fly)
 - (2) She _____ 30 chocolates last evening. (to purchase)
 - (3) The earth _____ around the sun. (to revolve)
 - (4) When I entered the room, my brother _____ on the bed. (to sleep)

- (b) Do as directed : 5
- (1) Permission (Change it into verb)
 - (2) Management (Change it into Adjective)
 - (3) Political (Change it into Noun)
 - (4) Thank (Change it into Adjective)
 - (5) Create (Change it into Noun)

- (c) Read the following Comprehension and answer 5
the following questions

One of my favourite vacation places is Mexico. I really like the weather there because it never gets cold. The people are very nice too. They never laugh at my bad Spanish. The food is really good. Mexico City is a very interesting place to visit. It has some great museums and lots of fascinating old buildings. The hotels are too expensive to stay but there are more affordable options. For example, you can stay at one of the beach resorts like Acapulco. If you are planning to visit Mexico, you should definitely see the Mayan temples near Merida. Last summer, we decided to spend our vacation at the beach because the weather was very hot in the mountains. The travel agent said that travelling by bus was the cheapest way, but we went by plane because it was faster. We wanted to have more time to spend at the beach. The weather was beautiful and we had a great time.

Questions :

- (1) Why Mexico is the favourite place of the narrator ?
- (2) Why did people laugh at the narrator ?
- (3) What was the reason to spend vacation on beach ?
- (4) Which is the famous place in Mexico ?
- (5) What are the options to stay in Mexico ?

5 (a) Attempt any **one** of the following questions : **7**

- (1) Write a letter on behalf of Shri Book Store, Tagore Road, Rajkot to Raj Publication House, Ashram Road, Ahmedabad ordering 10 reference books for physics. Mention the fact that you need the books urgently.
- (2) Write a letter on behalf of Rahul Crockery Store, Station Road, Morbi to Keval Crockery House, University Road, Rajkot for cancelling the order number ABC/2011 dated on 16th October, 2018.

(b) Attempt any **one** of the following questions : **7**

- (1) Write an essay on : India in 21st century.
- (2) Prepare a resume for the post of a lab technician in Physics Department, XYZ college, Raigadh.