

**GUJARAT TECHNOLOGICAL UNIVERSITY****MCA - SEMESTER- I EXAMINATION – WINTER 2019****Subject Code: 3610005****Date: 30/12/2019****Subject Name: Communications Skills****Time: 10:30 AM TO 01:00 PM****Total Marks: 70****Instructions:**

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.

- Q.1 (a)** Explain the following terms giving a suitable example of each. **07**
1. Homonym
  2. Homophone
  3. Eponym
  4. Phrasal word
  5. Synonym
  6. Gerunds
  7. Superlative degrees
- (b)** Do as Directed. **07**
1. Fill in the blanks with suitable comparative adjective.
    - a. The summer here is \_\_\_\_\_ (long) than the winter.
    - b. Pluto is the \_\_\_\_\_ (far) planet in the solar system.
  2. Fill in the blanks with suitable prepositions.
    - a. He usually travels to Ahmedabad \_\_\_\_\_ train.
    - b. Is the flight \_\_\_\_\_ time.
  3. Fill in the blank with appropriate verbs
    - a. I am sure you \_\_\_\_\_ (pass) the exam.
    - b. He joined us 12 year ago and he still \_\_\_\_\_ (work) for us.
  4. Join the following statement with suitable conjunctions. Make necessary changes.
    - a. We went to the dance show. We did not get the seat.
    - b. I have cricket bat. I have a set of stumps.
  5. Fill in the blank with appropriate articles.
    - a. The car goes 100km \_\_\_\_\_hour speed.
    - b. I have \_\_\_\_\_ terrible headache.
  6. Active to Passive voice: Raman has forgotten the book.
  7. Active to Passive voice: Mother waters the flowers.
- Q.2 (a)** Is language an important key in communication explain with different situational example. **07**
- (b)** Write a collection letter to Mr. Dhyanchand who has taken good on credit of Rs.45,000 from you company, make necessary assumptions. **07**
- OR**
- (b)** Imagine you are an instructor of a course in which 50 students have registered. Draft an email to be sent to all these students asking them to select a topic of their choice and prepare for a professional presentation of 10minutes duration. **07**
- Q.3 (a)** Differentiate between Verbal and Non-verbal communication, and Internal and External communications **07**
- (b)** What is conversation? Explain the types of conversations and strategies of effective conversations. **07**

**OR**

- Q.3** (a) Explain flow of communication and communication network in detail. **07**  
(b) Short note on public speaking **07**

- Q.4** (a) Explain different types of visual aids used in presentations **07**  
(b) Explain job interview process. **07**

**OR**

- Q.4** (a) Short note on group discussion. **07**  
(b) Short note on controlling nervousness and stage fright. **07**

- Q.5** (a) What is impersonal and formal writing? Explain their role in technical writing with proper example. **07**  
(b) Compare research paper, dissertations and thesis. **07**

**OR**

- Q.5** (a) Explain the terms with example: Acronyms, Abbreviations, Jargon, and Phrase. **07**  
(b) Explain positive and negative impact on technology enabled communication **07**

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