



**Term Evaluation (Odd) Semester Examination September 2025**

Roll no. 2592679.....

Name of the Course: BCA/B.SC IT/BCA (AI/DS/CS/CL) B.SC PCM/BA(JMC) Semester: 1st

Name of the Paper: PROFESSIONAL COMMUNICATION

Paper Code: TBC-104/TBI-104/TBD-104/TBL-104/PAEC-101/CAEC-101/MAEC-101/JMPC-101

Time: 1.5-hour

**Maximum Marks: 50**

**Note:**

- (i) Answer all the questions by choosing any one of the sub-questions
- (ii) Each question carries 10 marks.

**Q1.**

(10 Marks)

- a. Compare and contrast formal and informal communication channels within organizations and institutions. How do these channels influence decision-making, transparency, and the organizational culture in both traditional and remote working environments? CO2

OR

- b. Attempt the following questions based on Parts of Speech.
- (i) Explain the difference between abstract and concrete nouns. Can a noun be both in different contexts? Give examples.
  - (ii) How can a single word function as different parts of speech in different contexts? Provide examples.
  - (iii) Some words like **before**, **after**, **inside**, and **outside** can function as both prepositions and adverbs. Explain the difference with examples.
  - (iv) Which part of speech shows the relationship between a noun and another word in a sentence?
  - (v) How does the meaning of a sentence change when a preposition is added or removed? Provide examples.
  - (vi) Words like **however**, **therefore**, and **moreover** can function as both conjunctions and adverbs. Explain this dual role with examples.
  - (vii) How does an adverb modify a verb? Give an example using the verb "**Smooth**".
  - (viii) "*Since you were late, we left without you,*" identify the parts of speech of each word.
  - (ix) Some words function as both nouns and adjectives (e.g., "silver spoon" vs. "the silver"). Explain how this shift happens and discuss the grammatical implications?
  - (x) Compare "**since**" as a **preposition** and as a **conjunction** with example sentences.

**Q2.**

(10 Marks)

- a. Examine the impact of cultural differences on Business Communication in multinational organizations. CO4

OR

- b. Answer each of the following questions by providing suitable examples on Subject Verb Agreement.
- (i) When two subjects differ in number, which subject determines the verb in "either/or" structures?
  - (ii) Which verb is used with collective nouns like 'team' or 'group'?
  - (iii) What happens when subjects are joined by 'or' or 'nor'?
  - (iv) Which verb is used when the subject is a phrase like 'a pair of scissors'?
  - (v) Do indefinite pronouns like 'someone', 'each', 'anyone' take singular or plural verbs? Explain with an example.
  - (vi) Which rule applies when a sentence begins with 'There is' or 'There are'?
  - (vii) How do compound subjects joined by 'and' affect the verb?
  - (viii) Is 'news' considered singular or plural? Also give a suitable example.
  - (ix) How does a verb change with third-person singular subjects like "he or she"?
  - (x) Do uncountable nouns like "milk" or "rice" take singular or plural verbs? Explain with an example.



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Q3.

(10 Marks)

- a. Discuss the role of body language in public speaking and leadership. How can conscious control over non-verbal communication improve persuasion, confidence, and audience engagement? CO1

OR

- b. Fill in the blanks with the correct form of verbs given in the brackets.

(i) By the time the meeting (1) \_\_\_\_ (start), most of the team members (2) \_\_\_\_ (arrive) and were already seated. Rahul, however, (3) \_\_\_\_ (not finish) his report yet because he (4) \_\_\_\_ (work) on another urgent task since morning. If he (5) \_\_\_\_ (complete) it earlier, he wouldn't have looked so nervous. The manager (6) \_\_\_\_ (already/notice) his delay and seemed concerned. She said that if the report (7) \_\_\_\_ (not/be) ready by noon, the entire project timeline might suffer meanwhile, others (8) \_\_\_\_ (discuss) the new marketing strategy that (9) \_\_\_\_ (develop) over the last few weeks. By the end of the day, the team (10) \_\_\_\_ (make) significant progress despite the initial hiccups.

(ii) When Maya finally arrived at the airport, the plane (1) \_\_\_\_ (already/take off). She (2) \_\_\_\_ (leave) home late because she (3) \_\_\_\_ (not set) her alarm properly. If she (4) \_\_\_\_ (check) it the night before, she would have arrived on time. By the time she reached the counter, the airline staff (5) \_\_\_\_ (close) the gate. She (6) \_\_\_\_ (travel) to London for an important meeting, which she now knew she (7) \_\_\_\_ (miss). Frustrated, she sat down and reflected on how many times she (8) \_\_\_\_ (make) similar mistakes. She promised herself that by the end of the year, she (9) \_\_\_\_ (learn) to manage her time better. If she truly wanted to succeed, she knew she (10) \_\_\_\_ (have to) become more disciplined.

Q4.

(10 Marks)

- a. Define strategies to overcome language barriers when communicating with diverse audiences. CO1

OR

- b. Identify the error in each of the following sentences and write the correct answers.

- (i) The manager was angrily about the poor performance of the team.
- (ii) She felt sadly after hearing the news.
- (iii) They decided to went to the beach despite the cloudy weather.
- (iv) The child spoke very quick when excited.
- (v) He is more taller than his brother.
- (vi) The reason for the delay is because the train was late.
- (vii) Despite of the heavy traffic, we arrived on time.
- (viii) The students were interest in the topic.
- (ix) Each of the boys have a different opinion.
- (x) This is more interesting book I have ever read.

Q5.

(10 Marks)

- a. Explain the concept of the 7 Cs of Communication. Why are they important for effective communication in professional and personal life?

OR

- b. Mark true if the statement is correct and false if it is incorrect and write the correct answer for the false statements. CO1

- (i) Effective communication guarantees agreement between individuals.
- (ii) Nonverbal cues often carry more weight than verbal messages.
- (iii) Filtering a message always improves its clarity.
- (iv) Active listening primarily involves waiting for your turn to speak.
- (v) Cultural differences can sometimes act as barriers to communication.



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- (vi) Written communication is always more effective than oral communication.
- (vii) Feedback is an optional part of the communication process.
- (viii) The context of communication exchange has no impact on its meaning.
- (ix) Using jargon and technical terms always makes your communication sound more professional.
- (x) Empathy plays a significant role in building strong communication.