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Roll No.

**THU-101/PAEC-101/
CAEC-101/MAEC-101**

**B. C. A./B. SC. (IT), B. C. A. (AI) & (DS)
/B. SC. (H) PHYSICS/B. SC. (H)
CHEMISTRY/B. SC. (H) MATHS.**

(FIRST SEMESTER)

END SEMESTER

EXAMINATION, Dec., 2023

PROFESSIONAL COMMUNICATION

Time : Three Hours

Maximum Marks : 100

- Note :** (i) All questions are compulsory...
- (ii) Answer any *two* sub-questions among (a), (b) and (c) in each main question.
- (iii) Total marks in each main question are **twenty**.
- (iv) Each sub-question carries 10 marks.

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(2) THU-101/.../MAEC-101

1. (a) Read the following sentences and correct the errors :

- (i) Many peoples attended the funeral of the great man.
- (ii) The shepherd took the cattles to the field.
- (iii) Sita could not understands what the teacher was saying.
- (iv) Do you know the importance for clean water ?
- (v) Laugh is the best medicines.
- (vi) The flock of sheeps blocked the road.
- (vii) The children was playing in the Giant's garden.
- (viii) The children decided to surprise Miss Holmes on teacher's day.
- (ix) I saw Richard when I'm on the flight.
- (x) Man have depended on nature for a long time.

(3) THU-101/.../MAEC-101

- (b) Explain the interconnectivity of verbal and non-verbal communication components. How one can make himself/herself more influential by using these together ?
- (c) Go through the following sentences and identify the part of speech of the underlined words :
 - (i) Namitha is not coming today.
 - (ii) My mom will be leaving to Bangalore tomorrow.
 - (iii) The teacher asked the students to stand.
 - (iv) He is my brother.
 - (v) There is a cat under the table.
 - (vi) The clothes did not dry as it was raining all night.
 - (vii) Sheena and her sister dance well.
 - (viii) I am wearing a green dress for the party.
 - (ix) Oh! That is really sad.
 - (x) She is coming with me.

(4) THU-101/.../MAEC-101

2. (a) Define the flow of communication through a diagram. Explain each in an appropriate way by imparting suitable instances.
- (b) Select the correct verb that is agreeing with subject :
- (i) Annie and her brothers are/is at school.
 - (ii) Either my mother or my father are/is coming to the meeting.
 - (iii) The dog or the cats are/is outside.
 - (iv) Either my shoes or your coat are/is always on the floor.
 - (v) George and Tamara doesn't/don't want to see that movie.
 - (vi) Benito doesn't/don't know the answer.
 - (vii) One of my sisters is/are going on a trip to France.
 - (viii) The man with all the birds live/lives on my street.
 - (ix) The movie, including all the previews, takes/take about two hours to watch.
 - (x) The players, as well as the captain, wants/want to win.

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- (c) Explain any *three* terms appropriately and comprehensively :
- (i) Paralinguistic Features
 - (ii) Proxemics
 - (iii) JOHARI Window
 - (iv) Chronemics
3. (a) Choose the correct option to make the following sentences grammatically correct :
- (i) I working all afternoon and have just finished the assignment.
 - (1) have been
 - (2) had been
 - (3) shall be
 - (4) am
 - (ii) Rohan the movie before he read the review.
 - (1) watches
 - (2) have watched
 - (3) had watched
 - (4) was watching

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(iii) He in the States but he still does not have a command over the English language.

(1) have been living

(2) has been living

(3) have lived

(4) living

(iv) By the next month, we shall the project.

(1) has completed

(2) completing

(3) completed

(4) have completed

(v) Every boy and girl in the class today.

(1) are present

(2) is present

(3) have present

(4) had present

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(vi) He daily for a year now.

(1) exercises

(2) was exercising

(3) has been exercising

(4) have been exercising

(vii) I this book since morning.

(1) had been reading

(2) has been reading

(3) have had read

(4) shall be reading

(viii) Which tense is used to express general truths and facts ?

(1) Present continuous tense

(2) Present perfect tense

(3) Past perfect tense

(4) Present indefinite tense

(ix) According to the prevailing rate, two dozen rupees one hundred.

(1) costs

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- (2) cost
- (3) costing
- (4) costed
- (x) The Council made its decision.
- (1) have
- (2) have had
- (3) has
- (4) having
- (b) What are the dos and don'ts of self-introduction ? How one can be more effective while introducing oneself ? Provide an appropriate justification through an example.
- (c) Construct the sentences by providing the correct meanings of the following idioms.
 - (i) The best of both world
 - (ii) Speak of the devil
 - (iii) See eye to eye

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- (iv) Once in a blue moon
- (v) When pigs fly
- (vi) To cost an arm and a leg
- (vii) A piece of cake
- (viii) Let the cat out of the bag
- (ix) To feel under the weather
- (x) To kill two birds with one stone
- 4. (a) Define varied types of business correspondence in detail, cite suitable examples and mention the purposes of the same.
- (b) How will you analyze and assess your business as a business-person by using SWOC analysis ?
- (c) Give one word substitution and construct sentences of each of the following :
 - (i) A person who thinks only of himself
 - (ii) Ram speaks less in the forum. Ram is
 - (iii) Savitri travels by foot. She is a

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- (iv) In Magadh there was the government by a king or queen.
- (v) This is a practice of having several wives.
- (vi) A life history written by somebody else.
- (vii) The act of murder of a human being.
- (viii) Something that cannot be imitated.
- (ix) Gayatri doesn't know how to read and write. Her friends call her.
- (x) Study of birds.

5. (a) Construct the sentences of the following homonyms and homophones by giving the correct meaning of each :

- (i) Aisle/Isle
- (ii) Pane/Pain
- (iii) Principal/Principle
- (iv) Paws/Pause
- (v) Sell/Cell

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- (vi) Match/Match
 - (vii) Pound/Pound
 - (viii) Address/Address
 - (ix) Tender/Tender
 - (x) Bank/Bank
- (b) Draft a complaint letter to the higher authority, mentioning the illegal activities that are going on in the society.
- (c) How can one control one's stage fear while presenting any topic ? Explain your real-life experience.