

Enrollment No.....



Faculty of Engineering
End Sem (Odd) Examination Dec-2019
CA5HS01 Communication Skill

Programme: MCA

Branch/Specialisation: Computer
Application**Duration: 3 Hrs.****Maximum Marks: 60**

Note: All questions are compulsory. Internal choices, if any, are indicated. Answers of Q.1 (MCQs) should be written in full instead of only a, b, c or d.

- Q.1 i. An iron ball _____ on water 1
 (a) not float (b) did not
 (c) does not float (d) do not float
- ii. I am grateful _____ my friends for their moral support. 1
 (a) for (b) to (c) of (d) with
- iii. A statement that can have a double meaning 1
 (a) Verbose (b) Ambivalent
 (c) Epigraph (d) Ambiguous
- iv. Choose the word which is most nearly the same in meaning as the 1
 word given in capital letters: RESUME
 (a) A summary
 (b) To carry on after interaction
 (c) A report of the work done
 (d) A review
- v. The first step of the SQ3R method is asking appropriate questions 1
 for each part of the text in order to give a purpose to the reading.
 (a) True (b) False
- vi. In active reading, the reader approaches the text for a particular 1
 reason.
 (a) True (b) False
- vii. Which of the following is not one of the functions of 'Introduction' 1
 in an oral presentation?
 (a) Introduce the subject (b) Demotivate the audience
 (c) Establish the credibility (d) Preview the main ideas

P.T.O.

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- viii. In order to provide closure to speech, the speaker should **1**
 (a) Restate the central idea of the presentation in a memorable way
 (b) Focus on the specific objective of the presentation in a memorable way
 (c) Motivate the audience to give feedback
 (d) Use verbal techniques to let the audience know that the speech has ended
- ix. The meaning of the term 'Precis' is: **1**
 (a) To enlarge (b) To shorten
 (c) To eliminate (d) To hate
- x. The word 'Essay' is derived from the French word 'Essayer' which means: **1**
 (a) To attempt (b) To illustrate
 (c) To exemplify (d) To accept
- Q.2 i. Write names of different kinds of adverbs and give examples. **3**
 ii. Describe some of the uses and functions of modal Auxiliaries along with examples. **7**
- OR iii. Write prepositions of time, direction and position with illustrations. **7**
- Q.3 i. What can be done to master the vocabulary? **4**
 ii. Give one word substitution for the following: **6**
 (a) Too much official formality
 (b) One who possesses several talents
 (c) Allowance due to wife from her husband after separation
 (d) A writer who steals ideas from another
 (e) A cure for all diseases
 (f) A professional rider in horse races
- OR iii. Give the meaning of the following idioms and use them in sentence of your own **6**
 (a) To break the ice (b) The ins and outs
 (c) Nip in the bud
- Q.4 i. What are the salient features of a well-framed note? **4**

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- ii. "Listening is the key ingredient of effective communication." **6**
 Explain.
- OR iii. Explain "SQ3R" system of reading. **6**
- Q.5 i. What are the characteristics of an ideal introduction (while introducing yourself)? **4**
 ii. Describe the factors to be kept in mind while making business presentation. **6**
- OR iii. What are visual aids? How can visual aids be made more effective? **6**
- Q.6 Attempt any two:
 i. Write a paragraph on 'Impact of social media on youth'. **5**
 ii. What are the essentials of paragraph writing? **5**
 iii. Enumerate the important steps you will take while making a precis of given passage. **5**

Marking Scheme

CA5HS01 Communication Skill

Q.1	i.	An iron ball _____ on water (c) does not float	1
	ii.	I am grateful _____ my friends for their moral support. (b) to	1
	iii.	A statement that can have a double meaning (d) Ambiguous	1
	iv.	Choose the word which is most nearly the same in meaning as the word given in capital letters: RESUME (a) A summary	1
	v.	The first step of the SQ3R method is asking appropriate questions for each part of the text in order to give a purpose to the reading. (b) False	1
	vi.	In active reading, the reader approaches the text for a particular reason. (a) True	1
	vii.	Which of the following is not one of the functions of 'Introduction' in an oral presentation? (b) Demotivate the audience	1
	viii.	In order to provide closure to speech, the speaker should (d) Use verbal techniques to let the audience know that the speech has ended	1
	ix.	The meaning of the term 'Precis' is: (b) To shorten	1
	x.	The word 'Essay' is derived from the French word 'Essayer' which means: (a) To attempt	1
Q.2	i.	Kinds of adverbs and give examples At least three adverb 1 mark for each	3
	ii.	Uses Functions of modal Auxiliaries with examples	7
OR	iii.	Prepositions of time, direction and position with illustrations.	7
Q.3	i.	What can be done to master the vocabulary? At least four points 1 mark for each	4

OR	ii.	Give one word substitution for the following: 1 mark for each	6
	iii.	Meaning of the following idioms and use them in sentence 2 marks for each	6
Q.4	i.	Salient features of a well-framed note At least four points 1 mark for each	4
	ii.	"Listening is the key ingredient of effective communication." Meaning Importance	6
OR	iii.	"SQ3R" system of reading	6
Q.5	i.	Characteristics of an ideal introduction At least four points 1 mark for each	4
	ii.	Factors to be kept in mind while making business presentation.	6
OR	iii.	Meaning of visual aids Effectiveness	6
Q.6		Attempt any two:	
	i.	Paragraph on 'Impact of social media on youth' (150 words)	5
	ii.	Essentials of paragraph writing (150 words)	5
	iii.	Important steps you will take while making a precis of given passage. At least five points 1 mark for each	5
