



MEDICAPS
UNIVERSITY

End Semester Examination May 2025

EN3HS10 / BC3HS04 / CA3AE03 Communication Skills

Programme	:	B.Tech. / B. Sc. / BCA / Branch/Specialisation	:	All	
		BCA-MCA (Integrated)			
Duration	:	3 hours	Maximum Marks	:	60

Note: All questions are compulsory. Internal choices, if any, are indicated. Assume suitable data if necessary. Notations and symbols have their usual meaning.

Section 1 (Answer all question(s))		Marks	CO	BL
Q1.	The passive voice of ‘shut the door’ is ____.	1	1	2
	<input checked="" type="radio"/> Let the door be shut <input type="radio"/> The door will shut <input type="radio"/> Let the door shut <input type="radio"/> Let shut the door			
Q2.	‘Hold water’ means ____.	1	1	2
	<input checked="" type="radio"/> Bear examination <input type="radio"/> To cut corners <input type="radio"/> Bad intention <input type="radio"/> Law not in force			
Q3.	When there is similarity of background between the sender and the receives such as age, language, nationality, religion, gender then this is called ____ context.	1	1	1
	<input type="radio"/> Financial <input checked="" type="radio"/> Cultural <input type="radio"/> Physical <input type="radio"/> Dynamic			
Q4.	Language differences and the 'meaning of the words' are example of which type of barriers?	1	2	1
	<input type="radio"/> Physical barriers <input type="radio"/> Psychological barriers <input checked="" type="radio"/> Semantic barriers <input type="radio"/> Organisational barriers			
Q5.	What is the most common fear associated with giving presentations?	1	3	1
	<input checked="" type="radio"/> Glossophobia <input type="radio"/> Acrophobia <input type="radio"/> Arachnophobia <input type="radio"/> Claustrophobia			
Q6.	With the help of audio-visual aids, the vast and complicated world-	1	3	1
	<input type="radio"/> Can be explored in a day <input checked="" type="radio"/> Can easily be taught and understood as well <input type="radio"/> Can be developed in a year <input type="radio"/> Can be reformed by experts			
Q7.	_____ is a complex cognitive process to decoding symbols to derive meaning.	1	4	1
	<input type="radio"/> Writing <input type="radio"/> Listening <input checked="" type="radio"/> Reading <input type="radio"/> Speaking			
Q8.	What is active listening?	1	4	1
	<input checked="" type="radio"/> The process of paying attention to what the speaker is saying and responding in a way that shows you understand <input type="radio"/> The process of hearing and understanding the speaker’s message <input type="radio"/> The process of responding to the speaker’s message <input type="radio"/> None of the above			
Q9.	_____ style of writing focuses on describing a character, an event or a place in great detail.	1	5	1
	<input checked="" type="radio"/> Descriptive <input type="radio"/> Narrative <input type="radio"/> Expository <input type="radio"/> Persuasive			

Q10. Which of the following combination is /are example/s of written communication?

1 5 1

- ☐ Letters and voicemail
 ☒ Reports and email
☐ Circulars and voicemail
 ☐ All the above.

Section 2 (Answer all question(s))

Marks CO BL

Q11. What is the difference between the present perfect and past perfect tenses?

2 1 2

Rubric	Marks
Give any two differences between the present perfect and past perfect tenses with two examples for each.	2

Q12. What is the difference between definite and indefinite articles? Give examples.

3 1 3

Rubric	Marks
difference in definite articles and indefinite articles 2 mark example of both articles 1 mark	3

Q13. (a) Provide five examples of homonyms and use them in sentences showing different meanings.

5 1 1

Rubric	Marks
five examples of homonyms with five sentences 5 marks	5

(OR)

(b) Give one word substitute of the following:

- Study of birds.
- A life history written by somebody else.
- A sound that cannot be heard.
- One who knows everything.
- Love for mankind

Rubric	Marks
Give one word substitute of the following: 1.Study of birds ornithology 1 mark 2 A life history written by somebody else. biography 1 mark 3 A sound that cannot be heard. .inaudible 1 mark 4. One who knows everything. omniscient 1 mark 5.Love for mankind. Philanthropy 1 mark	5

Section 3 (Answer all question(s))

Marks CO BL

Q14. Explain any four principles of effective communication.

4 2 2

Rubric	Marks
Each principle of communication is 1 mark .	4

Q15. (a) Explain the barriers of communication and suggest measures for over come these barriers.

6 2 1

Rubric	Marks
Explanation the barriers of communication. 3 marks suggestion of measures for over come these barriers. 3 marks	6

(OR)

(b) Explain the different types of non verbal communication.

Rubric	Marks
minimum 6	6

Section 4 (Answer all question(s))

Marks CO BL

Q16. Why do we have to analyze the audience before giving presentation? Mention at least six points.

3 3 1

Rubric	Marks
analyze the audience before giving presentation each point 1.5 mark	3

Q17. (a) Elaborate tips for giving effective oral presentation.

7 3 1

Rubric	Marks
Elaboration of tips for giving effective presentation. 7 marks	7

(OR)

(b) Draft a set of 12 PowerPoint slides for professional presentation on following topic:
Importance of mobile phone.

Rubric	Marks
PowerPoint slides for Importance of mobile phone 7 marks	7

Section 5 (Answer all question(s))

Marks CO BL

Q18. What is the purpose of reading for a student? Define process of reading.

2 4 1

Rubric	Marks
purpose of reading for a student. 1 mark Define process of reading. 1 mark	2

Q19. What are scanning and skimming ? Give suitable examples of scanning and skimming.

3 4 1

Rubric	Marks
definition of scanning and skimming. 2 marks examples of scanning and skimming. 1 marks	3

Q20. (a) What are the important types of listening? Explain with an example.

5 4 1

Rubric	Marks
types of listening 2.5 marks Explanation with an example. 2.5 marks	5

(OR)

(b) How is the SQ3R method used for effective reading?

Rubric	Marks
SQ3R method used for effective reading. 5 marks	5

Section 6 (Answer all question(s))

Marks CO BL

Q21. What are the points to be considered while editing?

2 5 1

Rubric	Marks
points to be considered while editing any written content.	2

Q22. Describe the etiquettes of digital communication.

3 5 3

Rubric	Marks
Etiquettes of digital communication.	3

Q23. (a) Write a job application for the post of Junior Engineer with a resume to Modern Automobile Factory, Pune-411016 . “Wanted young, dynamic graduates in the field of Computer Engineering Having an experience of minimum 3 year.”

5 5 1

Rubric	Marks
application for job 2.5 marks resume 2.5 marks	5

(OR)

(b) What is precis writing? Describe do's and don's of precis writing.

Rubric	Marks
definition of precis writing. 2 marks do's and don's of precis writing.3 marks	5
