



Term Evaluation (Odd) Semester Examination September 2025

Roll no.....

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/TRD-104/TRI-104/PAFC-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) Despitc 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.