



**End Term (Odd) Semester Examination November 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/TBD-104/TBL-104/PAEC-101/CAEC-101/MAEC-101/JMPC-101**

**Time: 3 hours**

**Maximum Marks: 100**

**Note:**

- (i) All the questions are compulsory.
- (ii) Answer any two sub questions from a, b and c in each main question.
- (iii) Total marks for each question are 20.
- (iv) Each sub-question carries 10 marks.

Q1 a. What is effective Communication? Discuss the significance of an effective communication by providing examples from your real-life situations. CO1 (2X10=20 Marks)

b. What are some common mistakes to avoid when conducting a SWOC analysis? Describe a situation where you have used a SWOC analysis in your actual life. CO4

c. Transform the following sentences into appropriate tenses as directed in the brackets:

- i. The boy speaks the truth. (Present Continuous Tense)
- ii. Mr Cooper has spoken about Dinosaurs. (Present Perfect Continuous Tense)
- iii. The boat sailed yesterday. (Simple Present Tense)
- iv. Amy went to school yesterday. (Future Continuous Tense)
- v. The baby cried for hours. (Present Perfect Continuous Tense)
- vi. Robert ate all the cookies. (Present Perfect Tense)
- vii. I have finished my assignment. (Past Perfect Tense)
- viii. Mr Bert had taught for five years. (Past Perfect Continuous Tense).
- ix. Dev saw the Prime Minister yesterday. (Future Continuous Tense)
- x. Priya shall finish her stitching by then. (Future Perfect Tense)

Q. 2 a.What is the process of communication? Explain in detail by providing a diagram of the same with an appropriate example. CO2 (2X10=20 Marks)

b. How many types of barriers are there to effective communication? Explain each with suitable examples and provide appropriate solutions to overcome the different barriers. n C04

c. Identify the suitable parts of speech as instructed in the following brackets: CO2

- i. The Taj Mahal is famous all over the world. (Identify the noun)
- ii. Chiranjeevi is praised for his great acting skills. (Identify the nouns)
- iii. Who is your favourite soccer player? (Identify the pronoun)
- iv. Have you heard about the incident? (Identify the verb)
- v. The tiger is a fierce animal. (Identify the Adjective)
- vi. He is a selfish man. (Identify the Adjective)
- vii. The elephant is sleeping soundly. (Identify the Adverb)



- viii. The cat jumped over the fence. (Identify the Preposition)
- ix. Devesh doesn't have a vehicle, so Vinodh will have to drive him home. (Identify the Conjunction)
- x. Well, I appreciate your honesty. (Identify the Interjection)

Q. 3 a. Write a short note on any three terms: CO1 (2X10=20 Marks)

a) Chronemics      b) Paralinguistic Features      c) Kinesics      d) Stress Management

b. What are the differences among all the three documents: a cover letter, a curriculum vitae, and a resume? Construct a job application letter generating the necessary details. CO3

c. Choose the most suitable verb form in the following sentences:

- i. One of the boys (was, were) late for the game.
- ii. Each of the apples (was, were) ripe.
- iii. Everyone (cheer, cheers) when his hero appears.
- iv. One of my favorite foods (is, are) spaghetti.
- v. No one except Mary and Lettie (was, were) excited.
- vi. Neither you nor Alice (play, plays) the game correctly.
- vii. Each player (try, tries) to win the game.
- viii. One of the pies (smell, smells) burned.
- ix. Neither he nor she (walk, walks) to school.
- x. Learning to drive is easy if one (concentrate, concentrates).

Q. 4 a. What are the guidelines for self-introduction? How can one enhance effectiveness while presenting oneself professionally? CO3 (2X10=20 Marks)

b. Write down the correct meaning of the given Common Idioms/ Phrases and use each in your meaningful sentences: CO2

- i. Under the weather
- ii. Cold feet
- iii. Set the record straight
- iv. Snowed under
- v. To break someone's bubble
- vi. Walk on eggshells
- vii. Bite the bullet
- viii. To be at loggerheads with someone
- ix. Hang in there
- x. Cut corners

c. Find the significant One Word Substitutions that express the full idea of the following statements: CO1

- i. Having or showing an excessively high opinion of one's appearance, abilities, or worth---
- ii. The date when both, day and night are of approximately equal length----
- iii. One who mediates in a deal or complex situation----
- iv. A loud appeal or demand----
- v. One who does something not professionally but for pleasure-----
- vi. A building where government/public records are kept-----
- vii. Operating or living on land and in water-----
- viii. Capable of being understood in either of two or more possible sense-----
- ix. A person who has ambition for fame-----
- x. Leading a life of self-discipline-----



Q.5 a. Write a letter to the in-charge of the text-books section of NCERT, New Delhi complaining about the non-availability of textbooks even one month after the beginning of the new session.  
CO3 (2X10=20 Marks)

b. What are the four quadrants of JOHARI Window? Write the main objective and its functionality in self-awareness for an effective personality.  
CO3

c. Write the appropriate meaning of the following Homophones/Homonyms and construct relevant sentences of each:  
C02

- i. Aural /Oral
- ii. Ascent/Assent
- iii. Access/Excess
- iv. Ate/Eight
- v. Bald/Bawled
- vi. Letter/Letter
- vii. Palm/Palm
- viii. Point/Point
- ix. Stalk/Stalk
- x. Bright/Bright