



End Term (Odd) Semester Examination November 2025

Roll no.....

Name of the Course: BCA/B.SC IT/BCA (AIDS/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. CO4

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