

Paper Code & Roll No. to be filled in your Answer Book

Roll No. 

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Odd Semester Examination-2016

**MCA (Semester-I)**

**TECHNICAL WRITING AND  
COMMUNICATION SKILLS**

[Time : 3 Hours]

[Maximum Marks :100]

**Note :** Attempt **All** questions. All questions carry **equal** marks.

1. Attempt **any four** parts of following: [5x4=20]
- (a) Explain the process of communication with suitable example.
  - (b) Why is downward communication regarded so important? What are its limitations?
  - (c) Write a short note on paralinguistic features of effective oral communication.
  - (d) "Face is the index of mind". Explain the statement with suitable example.
  - (e) Differentiate between proxemics and occulesics.
  - (f) What are the 7C's of Communication?

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(1)

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2. Attempt **any four** parts of following: [5x4=20]

- (a) What are the various barriers to effective listening?
- (b) What is interview? Explain any four types of interview.
- (c) Explain the characteristics of a good presentation.
- (d) Differentiate between manuscript and extemporaneous mode of speech.
- (e) Explain why it is always better to have a group decision than to have an individual decide for the organization?
- (f) What do you understand by audio visual aids? Explain any two of them.

3. Attempt **any four** parts of following : [5x4=20]

- (a) Fill in the blanks with 'a', 'an', 'or', 'the' in the following sentences :
  - (i) \_\_\_\_\_ day shall come, when everyone will be rich.
  - (ii) He is \_\_\_\_\_ M.P.
  - (iii) There are hundred centimeters in \_\_\_\_\_ meter.

- (iv) They won the match in \_\_\_\_ fortieth over.  
(v) He has been causing trouble since \_\_\_\_ day he came.

(b) Fill in the blanks with most appropriate preposition.

- (i) I got a seat \_\_\_\_ the back of the theatre.  
(ii) She took her lessons \_\_\_\_ the teachers.  
(iii) \_\_\_\_ the risk involved, he decided to invest in the plan.  
(iv) When ice is heated, it changes \_\_\_\_ water.  
(v) We have been waiting \_\_\_\_ several days.

(c) Correct the following misspelled words :

- (i) Callegraphy  
(ii) bonefide  
(iii) inefficient  
(iv) necessary  
(v) Thesauraus

(d) In each of the following sentences choose the correct option :

- (i) Sanskrit as well as Arabic was/were taught there.

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- (ii) The state of his affairs was/were such as to cause anxiety to his creditors.
  - (iii) The rise and fall of the tide is/are due to lunar influence.
  - (iv) His knowledge of Indian vernaculars is/are far beyond the common.
  - (v) He and I were/was playing.
- (e) Give the guidelines to achieve success in Group Discussion as a part of selection procedure.
- (f) Change the following sentences in passive voice.
- (i) My captors were taking me to the prison.
  - (ii) I know her.
  - (iii) Who taught you grammar?
  - (iv) Brutus stabbed Ceaser.
  - (v) His behavior vexes me sometimes.

4. Attempt **any two** parts of following: [10x2=20]

- (a) Draft a letter on behalf of M/s. A. B. Fertilizer & Co., Post Box No. 500, Mumbai-I, asking candidate to appear for an interview for the post of a Private Secretary.

- (b) What do you understand by the term 'Proposal'? Explain the different types of proposal.
- (c) Complete the following story 'As soon as I entered the big hall I could see nothing except the dust all over.....'.

5. Attempt **any two** parts of following: [10x2=20]

(a) Read the passage and answer the following questions.

The greatest failure of independent India has been its inability to educate all. While successive governments have been long on rhetoric and intent, they have been short on action. Hence, despite the renewed enthusiasm of the union and state government to amend the constitution to provide free and compulsory education for all children until the age of 14 by the year 2005, it remains to be seen whether they will put their money where their mouth is. While the proposal is commendable, careful thought must be given to the administrative, academic and financial requirements to fulfill the obligation. To begin with, new primary and upper primary schools should be established within easy reach of rural habitations. Attempts have to be made

to improve the student – teacher ratio and provide adequate teaching materials.

- (i) Why does the author feel that India failed to educate all in the last fifty years?
  - (ii) Give the antonym of the word “obligation” found in the paragraph.
  - (iii) What is the intention of author?
  - (iv) Give the synonym of the word “Commendable” used in the paragraph.
  - (v) According to author which is the most effective of educating all?
- (b) Write an essay on the following topic in not more than 250 words :

‘Women empowerment’

**OR**

‘The best decision of my life’

- (c) Write a letter to the landlord, asking that certain repairs be done to the house in which you are living.

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