Sanjay Ghodawat University, Kolhapur

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2020-21

EXM/P/09/00

Year and Program: FY.BBA	School of Commerce and Management	Department: Management
Course Code: MBC107	Course Title: Professional Communication Skills- I	Semester : I
Day and Date: 22.06.2021,Tuesday	RE-ESE	Time : 2 Hrs. Max Marks : 50

Instructions: 1) All Questions are compulsory.
2) Draw suitable diagram wherever required.
3) Figures to the right indicate full marks.

		Marks	Bloom's Level	CO
Q.1	**Answer the following (any Two)**–			
a)	**Do as Directed:**	8	2	1

i. Mrunal mailed the letter. (Change into Passive Voice)

ii. **B.1.617** variant spreads very fast.
(Change into Present Perfect Tense)

iii. Write synonyms of the following: **Reckless, Essential**

iv. Choose the appropriate word to fill in the blanks :
The ……is very good today. (weather/whether)

v. Write antonyms of the following: **Follow, Recall**

vi. He said, "I like this song."
(Rewrite the sentence into Indirect Speech)

vii. Fill in the blanks with suitable preposition:
I get paid _____ the end of the month.(at/in)

viii. Make adjectives from the following words: **Victory, Horror**

b)	**Do as Directed:**	8	2	1

i. Rewrite the following sentence using appropriate articles:
I once met …alien.

ii. I love my country.(Identify the tense with its aspect)

iii. Complete the following sentence using an appropriate verb form.
A pair of trousers …….all that I brought along. (is/are)

iv. Do morphological analysis of the following words.(Any two) :
Unconsciousness, acknowledgement, classification

v. Shriya used to watch T.V. a lot during her childhood.

(Remove 'used to' and rewrite)

vi. State the meaning of the following idiom and use it in your own sentence (Any One). **Second to none, To be on cloud nine**

vii. Fill in the blanks with appropriate form of the verb:

He is the only person who has …. across the channel twice. (swim)

viii. Correct the mistake in the following sentence and rewrite it:

I have seen him yesterday.

c)	Explain barriers to communication and suggest ways to overcome them?	8	2	2

Q.2 **Answer the following (any two) –**

a)	What are the different formal and informal networks of communication in organization?	8	1	3
b)	State internal and external communication in business organizations.	8	1	3
c)	Describe effective listening in communication with the factors that determine effective listening.	8	2	4

Q.3 **Answer the following (any two) –**

a)	Describe different types and strategies of reading.	9	2	5
b)	i) Demonstrate Art of Condensation in detail with special emphasis on summary writing.	9	3	6

ii) Make a summary of the following passage and give suitable title.

Do we know the difference between knowledge and wisdom? Is there a need to know the difference between them? Are we well equipped to handle the vagaries of existence with what is known to us? Knowledge means all that we acquire from what we read, hear or see. Wisdom means the ability to choose from what is available to us and then use it for our own benefit. Today, the world has started talking about the

value based education. What does it mean? In simple terms it means two things. First, it accepts that current education has badly let down. Secondly, it lays stress on values, and hence wisdom, instead of mere knowledge. How do we acquire this value based education? The answer becomes simple if we need education. We need education only to make us live better and more joyously. Once we know this we must add only those things in education which achieve this aim. The dictum that "a healthy mind can exist only in a healthy body" is a time tested one. Schools, thus become sources of healthy bodies too. This can best be achieved by yoga because games are beyond our financial capabilities. Yoga is very beneficial. It occupies so little space, and can be done without the least bit of fuss. One wonders why schools have not adopted it as a mandatory subject at all levels.

c) i) Identify different step involved in writing a good précis. 9 3 6

ii) Make the Précis of the following passage and provide a suitable title:

In the act of stepping out of the boat, Nelson received a shot through the right elbow, and fell; but, as he fell, he caught the sword which he had just drawn, in his left hand, determined never to part with it while he lived, for it had belonged to his uncle. Captain Suckling and he valued it like a relic. Nisbet, who was close to him, placed him in the bottom of the boat, and laid his hat over the shattered arm, lest the sight of the blood, which gushed out in great abundance, should increase his faintness. He then examined the wound, and, taking some silk handkerchiefs from his neck, bound them round the lacerated vessels. Had it not been for this presence of mind in his step-son, Nelson must have perished. One of his bargemen, by name Lovel, tore his shirt into shreds, and made a sling with them for the broken limb. They then collected five other seamen, by whose assistance they succeeded at length in getting the boat afloat, for it had grounded with the falling tide. Nisbet took one of the ores, and ordered the steersman to go close under the guns of the battery, that they might be safe from its tremendous fire. Hearing his voice, Nelson roused himself, and desired to be lifted up in the boat, that might look about him.

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