Sanjay Ghodawat University, Kolhapur

2020-21

Established as State Private University under Govt. of Maharashtra. Act No XL, 2017

EXM/P/09/00

Year and Program: FY.B COM	School of Commerce and Management	Department: Commerce
Course Code: CBC107	Course Title: Professional Communication Skills- I	Semester : I
Day and Date:	End Semester Examination	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:**	9	3	1

i. Sourabh completed PCS-I assignments. (Change into Passive Voice)

ii. TCS reported third-quarter consolidated net profit of 7.2%.

(Change into Present Perfect)

iii. Write synonyms of the following: **Fact, Concise**

iv. Choose the appropriate word in the blanks word to fill:

The —— of a snow clad mountain is exciting. (site/sight)

v. Write antonyms of the following: **Remote, Surplus**

vi. Abhay said, "I will go to Nashik tomorrow".

(Rewrite the sentence into Indirect Speech)

vii. Fill in the blanks with suitable preposition:

Those books are ___ the table.

viii. Correct the Mistake: I and my friend will go to Pune.

ix. Make nouns from the following words: **famous, Moral**

b)	**Do as Directed:**	9	3	1

i. Rewrite the following sentence using appropriate articles:

She wants to become __ engineer

ii. India celebrated its 72nd Republic Day on 26 January 2021.

(Identify the tense with its aspect)

iii. Correct the Mistake: I am getting up early in the morning regularly.

iv. Complete the following sentence using an appropriate verb form.

The police __released any information about the case.(hasn't/ haven't)

v. Use appropriate conjunction: You won't pass the test _____ you study. (when, if, unless)

vi. Make adjectives from the following words (Any two) :

Creativity, Individuality, Experience

vii. I used to swim a lot during my childhood.

(Remove 'used to' and rewrite the sentence.)

viii. Make meaningful sentence with any one of the following idioms and phrases: **call off , look after**

ix. Use the correct form of the verb given in the bracket:
Rushi _____ his H.S.C. from SG International School in 2019. (completes/ completed).

	c)	What do you understand by barriers to communication? Explain some important barriers and suggest ways to overcome them.	9	2	2

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

	a)	Outline centralized and decentralized communication networks in organizations with suitable examples.	8	1	3
	b)	Identify internal and external communication in business organizations.	8	1	4
	c)	State the importance of listening skills in communication and discuss different types of Listening.	8	1	4

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

	a)	Discuss **LSRW skills of English language** and Explain their role and importance in organization.	8	2	5
	b)	Describe characteristics of good summary and state steps of writing summary.	8	2	6
	c)	Make the Précis of the following passages and provide a suitable titles for each one: Trees give shade for the benefit of others, and while they themselves stand in the sun and endure the scorching heat, they produce the fruit of which others profit. The character of good men is like that of trees. What is the use of this perishable body if no use is made of it for the benefit of mankind?Sandalwood, the more it is rubbed, the more scent does it yield. Sugarcane, the more it is peeled and cut up	8	3	6

into pieces, the more juice does it produce. The men who are noble at heart do not lose their qualities even in losing their lives. What matters whether men praise them or not? What difference does it make whether they die at this moment or whether lives are prolonged? Happen what may, those who tread inthe right path will not set foot in any other. Life itself is unprofitable to a man who does not live for others. To live for the mere sake of living one's life is to live the life of dog and crows. Those who lay down their lives for the sake of others will assuredly dwell forever in a world of bliss.

ii.

Men and women are of equal rank but they are not identical. They are be peerless pair being supplementary to one another, each helps the other so that without one the existence of the other cannot be conceived and, therefore it follows as a necessary corollary from these facts that anything that will impair the status of either of them will involve the equal ruin of them both. In framing any scheme of women's education this cardinal truth must be constantly kept in mind. Man is supreme in the outward activities of a married air and therefore it is in the fitness of things that he should have a greater knowledge thereof. On the other hand, noise life is entirely the sphere of woman and, therefore in domestic affairs, in the upbringing and education of children, woman ought to have more knowledge Not that knowledge should be divided into water tight compartment's or that so that some branches of knowledge should be closed to anyone, but unless courses of instruction are based on discriminating appreciation of these basic principles, the fullest life of man and woman cannot be developed.

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