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.BCOM	**School of Commerce and Management**	**Department: Commerce**
Course Code: CBC107R02	**Course Title: Professional Communication Skills- I**	**Semester : I**
Day: Tuesday **Date: 22/06/2021**	**RE-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:**	8	2	1

i. Rushi recalled that horrible incident. (Change into Passive Voice)

ii. Mucormycosis spreads very fast among Covid-19 patients.
(Change into Present Perfect Tense)

iii. Write synonyms of the following: **Small, Discover**

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

v. Write antonyms of the following: **Accept, Feeble**

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

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

viii. Make adjectives from the following words: **Colour, Prosper**

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

i. Rewrite the following sentence using appropriate articles:
My mother is ... English teacher.

ii. I work hard. (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) :
Unlawful, Acknowledgement, Development

v. Mandira used to play 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). **To bell the cat, To be on cloud nine**

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

We went to London when we …… young. (to be)

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

They 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 formal and informal networks of communication in organization?	8	1	3
b)	State internal and external communication in business organizations.	8	1	3
c)	Explain the listening process and state the factors that determine effective listening.	8	2	4

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

a)	Describe different types and important techniques 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.

Even though more and more women have started taking up full-time jobs outside the house, they still end up doing all the housework. In spite of a demanding career, a woman is expected to be an efficient housewife but most men still do not make good house-husbands. When it comes to helping with the housework many men feel totally helpless. When they decide to do a few jobs around the house they pick the ones they enjoy. Sometimes if they are in the mood they don't mind doing a bit of gardening or mending a few things but they refuse to do many

boring jobs-like cleaning the house, washing and ironing the clothes, looking after the children or cooking dinner. Most of these jobs have to be done immediately and regularly, while household repairs, the job that men enjoy doing most can always wait till a more convenient time or till one feels like doing them. According to survey done recently, the lady of the house does three quarters of the boring household chores even if she has a full-time job. But surprisingly, housewives don't seem to mind, for most women still they see their family role as the one that matters most. However, most women tend to use electrical appliances to make up for male laziness. Makers of household appliances and electrical gadgets are delighted, of course.

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

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

And I do not want fame. Of what use is it? It may tickle the vanity for a time, but it becomes an intolerable nuisance. The film-star is probably the most famous kind of person now living; and the film-star like a royal personage- has no private life to speak of. There is no privacy for the famous. Every action of theirs is seen and judged together with some actions which have been only rumored, invented by some gossip as a topic of sterile conversation. As one famous - man once said to me, "Much worse than the worst is known of me". The benefits to be derived from obscurity are incalculable. Only the very young believe that it is pleasant to be stared at. I do not think any distress can exceed that of being pointed out in the street or in a restaurant or theater. The famous person shares such distinction with the infamous.

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