PRN: | Course Code : PCM 003

First Year MCA End Semester Examination Summer 2024

Professional Communication Skills

Day and Date: Thursday, 06/05/2024 Max Marks: 100

Time : 2.00 to 5.00 PM Duration: 03hrs.

Instructions: All questions are compulsory.

		Marks	Bloom's Level	CO
Q.1	**Attempt the following**			
a)	Explain the elements of communication with diagram.	08	2	1
b)	Explain different networks of communication.	08	2	1
c)	State the advantages and disadvantages of non-verbal communication.	09	3	1
	OR			
d)	Illustrate the barriers to communication and different ways to overcome these barriers.	09	2	1
Q.2	**Attempt the following**			
a)	**Answer the short questions. (2x4)** i. State the rules of Direct and Indirect Speech with examples. ii. Conjunction and Interjection iii. Open Class word category iv. Voices in English	08	3	2
b)	**i. Do the morphological analysis of the following words. (Any four)** Antinational, undisputed, altogether, demonetization, Acknowledgement	04	3	2
	ii. Fill in the blanks with the simple present or present continuous forms of the verbs given below: a. Suresh often.....to the library, today he.....to. (go, go) b. Natasha always.....her scooter keys and today she.....it again. (lose, lose)	02		
	iii. Fill in the blanks with present perfect forms of verbs given in the bracket: a. Gita's Father.....to Africa today. (go) b. Suresh.....all his work. (complete)	02		
c)	**Do as directed.**		3	2
	i. Write synonyms of the following: Beautiful	01		
	ii. Write Antonyms of the following: Dark	01		
	iii. Use the correct article in the following sentence: Rehman saw..... Apple tree.	01		
	iv. Choose the correct form of the verb that agrees with the subject: Either my Mother or my sister (is, are) coming to	01		

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restaurant.

v. Find out the classes of the following underlined words: 01
The girl with the pearl earring. 01

vi. Choose the appropriate word to fill in the blanks:
I never.....this from him. (expect, except) 01

vii. Make it negative.
I could have done this work very early. 01

viii. Choose the correct phrasal verb from the parenthesis at the end of the sentence.
To _____ on time is very important. (show up / show off) 01

ix. Add prefixes to the following words to change their meaning: (Any one)
Mortal, Responsible

OR

d) **Do as directed.** 3 2

i. Fill in the blanks with Appropriate Preposition: 01
Sudip might have done his task.....next week. (till/by)

ii. Change the voice of the following sentences: 02
a. I am cooking a meal.
d. Someone will walk her dog..

ii. Rewrite the following sentences into Indirect Speech: 02
a. Sachin said, "I am going to play cricket."
b. Manohar said to me, "Did you see my friend in the bus stand?"

iv. Identify and correct the errors in the following sentence: 01
A visionary employee is a asset for any company.

v. iii. Choose the appropriate word to fill in the blanks: 01
Our ___took us through the forest and then on to city. (root/route)

vi. Sameena has lived here since 1978. 01
(Change into Present Perfect Continuous Tense)

vii. Identify the time in the given sentence: 01
Nilesh is going to watch a drama.

Q.3 **Attempt the following**

a) Explain the various techniques used in a group discussion. 08 3 3

b) Elaborate the importance of listening and state the difference between hearing and listening. 08 2 3

c) Discuss the techniques of Public Speaking in detail. 09 2 3

OR

d) Explain the various types of listening. 09 2 3

Q.4 **Attempt the following**

a) You are a Principal of your college. You want to purchase some stationeries for the college. Write an enquiry letter to Mehta Stationeries Pvt. Ltd., Kolhapur, to ask the service, different items, price range, discount and all other related 08 3 3

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information related to the subject. Imagine necessary details. (write in block format)

b)	Illustrate the SQ3R method in detail.	08	2	4
c)	Wanted an Assistant Professor for Sanjay Ghodawat University. The candidate should be a Post graduate with a minimum experience of three years in the same field. Must possess excellent communication, research and administrative skills. Write a suitable application letter to Sanjay Ghodawat University.	09	5	4
	OR			
d)	You are a central sports coordinator Annual sports are scheduled in your college. For this some code of conduct and disciplinary rules and regulations are prepared. A meeting was conducted. Prepare agenda and minutes of the meeting. Imagine necessary details.	09	6	4

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