PRN:		Course Code :	PCM 003

First Year **MCA End Semester** Examination Summer 2024

Professional Communication Skills 000397

Day and Date: Thu 28 NOV 2024 Max Marks: **100**

Time : 02:00PM To 05:00PM Duration: **03**hrs.

Instructions: **All questions are compulsory.**

		Marks	Bloom's Level	CO
Q.1	**Attempt the following**			
a)	Elaborate and different **ways to overcome** communication barriers.	08	2	1
b)	Explain different **networks of communication.**	08	2	1
c)	State the advantages and **disadvantages** of verbal communication.	09	3	1
	OR			
d)	Illustrate the elements of **communication** with diagram.	09	2	1
Q.2	**Attempt the following**			
a)	**Answer the short questions. (2x4)** i. Open class word categories. ii. Conjunction and Interjection iii. Close Class word category iv. Voices in English	08	3	2
b)	**i. Do the morphological analysis of the following words. (Any four)** Astonishment, hospitalized, Workers, footballs, derivations	04	3	2
	ii. Construct sentence with the simple present tense of the verbs given below: a. go b. work	02		
	iii. Construct sentence with the simple past tense of the verbs given below: a. laugh b. smile	02		
c)	**Do as directed.**		3	2
	i. Write synonyms of the following: Optimistic	01		
	ii. Write Antonyms of the following: Optimistic	01		
	iii. Use the correct article in the following sentence: Pooja saw……. Apple tree.	01		
	iv. Choose the correct form of the verb that agrees with the subject: Either my Brother **or my sister** (is, are) coming to restaurant.	01		
		01		

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v. Find out the classes of the following underlined words: 01
The saint with the sacred oath.

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

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.
Rajni ..... a dress for herself at present. She ..... all her own clothes. (make, make) 01

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

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 a making a breakfast.
d. Someone will walk her pet.

ii. Rewrite the following sentences into Indirect Speech: 02
a. Brian Lara said, "I am going to play cricket."
b. Manorama said to me, "Did you see my friend in the Train station?"

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

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. Sameer has lived here since 1947. 01
(Change into Present Perfect Continuous Tense)

vii. Identify the time in the given sentence: 01
Sachin is going to watch a opera.

Q.3 **Attempt the following**

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

b) Write a detailed note on how to use active listening techniques in communication and state its benefits. 08 2 3

c) How to make public speaking more effective write various 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 Director of a reputed college. You wish to purchase some stationeries for your college. Write an enquiry letter to Anupama Stationeries Pvt. Ltd., Sangli, to ask the service, different items, price range, discount and all other related 08 3 3

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	information to the subject. Imagine necessary details. (write in block format)			
b)	Wanted an Assistant Professor in Shivaji University, Kolhapur. 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 the Registrar, Shivaji University, Kolhapur.	08	2	4
c)	Write a suitable and detailed two page resume featuring your knowledge, education, skills and competencies for the above mentioned Assistant Professors post.	09	5	4
	OR			
d)	Illustrate the SQ3R method in detail.	09	6	4

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