

**GUJARAT TECHNOLOGICAL UNIVERSITY**  
MCA - SEMESTER-II • EXAMINATION – SUMMER 2015

**Subject Code: 620008****Date:05/06/2015****Subject Name: Communication Skills****Time:10:30 am - 01:00 pm****Total Marks: 70****Instructions:**

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.

- Q.1** (a) What do you mean by Non-Verbal Communication? Deliberate types of Non-Verbal Communication. **07**
- (b) What is Grapevine Communication? What are the advantage and disadvantage of Grapevine Communication? **07**
- Q.2** (a) Which various visual aids used in presentation discuss it? How to make creative presentation? **07**
- (b) Define meaning of interview. Explain different types of interviews. **07**
- OR**
- (b) What is listening? State types of listening. Explain qualities of good listener. **07**
- Q.3** (a) Describe common components of letter and Give sample of letter. **07**
- (b) A multinational company located in Ahmedabad is looking for a System Analyst. The job requires a degree in MCA and also requires analyzing, designing and programming application using JAVA. Mail your resource and covering letter to the Director, XYZ, and Ahmedabad. **07**
- OR**
- Q.3** (a) What is memo? Discuss memo report format. **07**
- (b) Write a letter of appointment to a candidate mentioning details of the pay scale as well as other terms and conditioning of service. **07**
- Q.4** (a) What is report writing? What is the structure of formal report? **07**
- (b) Write a short note on Research Paper. **07**
- OR**
- Q.4** (a) Define term proposal. Define components and types of proposal. **07**
- (b) Assume that you have just return from seminar to which you were deputed by your company. Write a report to your immediate boss, reporting to him the important matters discussed in the seminar. **07**
- Q.5** (a) Do as directed:
- i. Give synonyms of the following words: **03**
1. Evil
2. Cunning
3. Dash
- ii. Give antonyms of the following words: **03**
1. Cruel
2. Deep
3. Ancient

- (b) Use following confusable in sentences so that meaning of each can be understood clearly: 08
- i. Career, Carrier
  - ii. Loose, Lose
  - iii. Casual, Causal
  - iv. Addition, Edition

**OR**

- Q.5 (a)**
- i. This building \_\_\_\_\_ before 100 years. Its appearance shows this. (must + build) 07
  - ii. Let's start the game. All the players \_\_\_\_\_ their place (take)
  - iii. Yesterday he \_\_\_\_\_ for his irregularity. (to punish)
  - iv. Look, the birds \_\_\_\_\_ in the sky. (fly)
  - v. Don't you know that \_\_\_\_\_ union is stronger? (a, an, the)
  - vi. The boys \_\_\_\_\_ so glad. (wear, were).
  - vii. He has been ill \_\_\_\_\_ Monday. (for, since, from)

- (b) Read the following passage and answer the questions given below it : 07

Teaching may be considered to be a way of helping people acquire knowledge of different things and there are innumerable subjects that are to be known. But the fundamental teaching that Swami Vivekananda believed in was that every soul is potentially perfect. Swamiji defined Education as the manifestation of perfection already in man. Every man is perfect but he is not aware of the perfection. What the teacher has to do is to make his pupil become aware of his inherent perfection. An ordinary teacher thinks of his pupils as boys whose minds are tabula rasa (blank slate) on which he has to write what he deems fit. He feels that his pupils are lumps of clay for him to model forms according to his liking. Swamiji says that every child has got innate perfection and it is for the teacher to pave the way for the child to manifest the innate perfection in him.

Questions:

- i. How does Swamiji define Education?
- ii. What does an ordinary teacher think of his pupils?
- iii. What is the common notion of the teacher regarding his pupils?
- iv. What, according to Swamiji, should teacher do for the child?
- v. Find out the similar words for the following words :
  1. countless
  2. basic
- vi. Write summary of above passage.

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