

**C.U.SHAH UNIVERSITY**

WADHWAN CITY

University (Winter) Examination -2013

Course Name : M.Sc(I.T) Sem-I

Subject Name: - Communication &amp; Soft skills Development

Marks :70

Duration :- 2:30 Hours

Date : 06/1/2014

**Instructions:-**

- (1) Attempt all Questions of both sections in same answer book / Supplementary.
- (2) Use of Programmable calculator & any other electronic instrument is prohibited.
- (3) Instructions written on main answer Book are strictly to be obeyed.
- (4) Draw neat diagrams & figures (If necessary) at right places.
- (5) Assume suitable & Perfect data if needed.

**SECTION I****Que:1 Do as directed:**

(07)

- i) A wide variety of books were on display. (Correct the Sentence)
- ii) He must write the paper with neatness.  
(Rewrite the sentence using adverb form of 'neatness')
- iii) Mr.X is working in this office for last three months. (Correct the Sentence)
- iv) "Y" is one of the most romantic movie of Z.  
(Correct the Sentence)
- v) A, as well as B, like watching movies. (Correct the sentence)
- vi) Define the terms: a) Formal Expression b) Brevity

Que:2 (a) Define 'Communication'. Discuss the process of communication with the help of diagram. (05)

Que:2 (b) Write a detailed note on "Kinesics". (05)

Que:2 (c) Differentiate between Active and Passive listening. (04)

**OR**

Que:2 (a) Explain the network of communication with relevant examples. (05)

Que:2 (b) Discuss the importance of non-verbal communication in making presentation skills effective. (05)

Que:2 (c) Differentiate between Spoken and Written Communication. (04)

Que:3 (a) You have been invited as a Chief Guest at the inauguration function of Computer Center recently established in your city. Draft a suitable speech you would like to make on this occasion. (07)

Que:3 (b) VBT College of Information & Technology, Wadhwan invites quotation to IBM Private Limited, Mumbai for demanding goods required to establish new Computer Lab for the students. Draft a suitable letter for it using Modified block style. (07)



**OR**

Que:3 (a) Draft a telephonic conversation that takes place between customer and inquiry officer to book the air ticket for Dubai.. (07)

Que:3 (b) Draft an e-mail which is to be sent to five colleagues of your company to inform them about preparing a PPT for launching a new software in the market soon. (07)

**SECTION II**

**Que:4 Explain the following terms in brief:** (07)

- i) Personal Grooming    ii) Appraisal    iii) Glossary
- iv) Copyright Notice    v) Soft Skills    vi) Bibliography
- vii) Index

Que:5 (a) What are employability skills? Discuss any five recommendations by which you can raise employability in the country. (05)

Que:5 (b) What is 'Personality'? Explain how would you justify the impressive personality of an employer in a corporate world. (05)

Que:5 (c) Differentiate between functional resume and chronicle resume. (04)

**OR**

Que:5 (a) What is interview? Explain any two types of interview with suitable illustration. (05)

Que:5 (b) What is dissertation? Explain the various steps of conducting dissertation. (05)

Que:5 (c) Write a detailed not on features of Synopsis. (04)

Que:6 (a) Write a report giving your opinions about "Need and importance of Information Technology in the Society in 21<sup>st</sup> Century". Address your report to the Commissioner, MHRD Department, Gujarat State. (07)

Que:6 (b) Infosys Pvt. Industries Limited , Bangalore invites applications for the IT Engineers for its Chicago Branch. Prepare a suitable resume for the position you would like to apply. (07)

**OR**

Que:6 (a) Write a detailed report on starting a new unit of Research Center of C.U.Shah University in Surendranagar. Prepare a feasibility report that can be sent to the Vice-Chancellor of your University. (07)

Que:6 (b) TCS requires 100 trainee engineers for its Pune Branch. Draft a neat and clean resume that can be sent to the HR Manager of the company. (07)

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