

Enrollment No:- \_\_\_\_\_

Exam Seat No:- \_\_\_\_\_

## C.U.SHAH UNIVERSITY

Summer-2015

Subject Code: 4LS04PCS1 **Subject Name: Professional Communication Skills**

Course Name: B.Sc. (Micro)

Date: 19/5/2015

Semester: IV

Marks: 70

Time: 10:30 TO 01:30

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**Instructions:**

- 1) Attempt all Questions in same answer book/Supplementary.
- 2) Use of Programmable calculator & any other electronic instrument 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.

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**Q-1 A) Define the following:** [14]

- |                  |                     |
|------------------|---------------------|
| 1) Presentation  | 5) Visual-aids      |
| 2) Communication | 6) Report           |
| 3) Grooming      | 7) Speech Mechanism |
| 4) Etiquettes    |                     |

**Attempt any four from Q-2 to Q-8**

**Q-2 A) Give the meaning of following Homonyms:** [07]

- |                   |               |
|-------------------|---------------|
| 1) Feet, feet     | 5) Wing, wing |
| 2) Orange, orange | 6) Pen, pen   |
| 3) Issue, issue   | 7) Band, band |
| 4) Mummy, mummy   |               |

**B) Give the meaning of following Homophones:** [07]

- |                 |                    |
|-----------------|--------------------|
| 1) Tire, tyre   | 5) Root, route     |
| 2) Verse, worse | 6) Vain, vein      |
| 3) Brake, break | 7) Profit, prophet |
| 4) None, nun    |                    |

**Q-3 A) One Word Substitution:** [07]

- 1) The spectators or listeners assembled at a performance -
- 2) A man who does not make mistakes -
- 3) A branch of science that deals with the study of animals -
- 4) Journey to a holy place -
- 5) That which cannot be avoided -
- 6) A house for storing grains -
- 7) A person who looks on the dark sides of the things -



- B) Answer the following in one or two sentences:** [07]
- 1) What is Behavioural Communication?
  - 2) Name the types of report.
  - 3) Who is the main character in the one act play, “A Marriage Proposal”?
  - 4) Name the latest visual aid which is used worldwide.
  - 5) What is verbal communication?
  - 6) What is letter of adjustment?
  - 7) How many vowels are there? Mention them.
- Q-4 A) Answer the following: (Any two)** [07]
- 1) What are the types of Behavioural communication? Explain in detail.
  - 2) What is the importance of Behavioural Communication in present scenario?
  - 3) Differentiate Verbal and Non-verbal communication.
- B) Answer the following: (Any two)** [07]
- 1) What is the purpose of Presentation?
  - 2) What are the preparatory steps of Presentation?
  - 3) Explain the nuances of delivery in Presentation.
- Q-5 A) Answer the following: (Any two)** [07]
- 1) Differentiate Personal and Business letters.
  - 2) What are the principles of writing Business letters?
  - 3) Draw a layout of Letter of Inquiry.
- B) Answer the following: (Any two)** [07]
- 1) What are the characteristics of report?
  - 2) Explain the types of formal reports.
  - 3) Draw a layout of any type of formal report.
- Q-6 A) Answer the following: (Any two)** [07]
- 1) Write down the theme of, “A Marriage Proposal”.
  - 2) Narrate the main character of, “A Marriage Proposal”.
  - 3) What you have learned from a one-act play, “A Marriage Proposal”?  
Explain in detail.
- B) Answer the following: (Any two)** [07]
- 1) Narrate the rural description portrayed in “Night of the Scorpion”.
  - 2) What are the gifts God has bestowed on man?
  - 3) What is described in the 2<sup>nd</sup> stanza of the poem the Lamb?
- Q-7 A) Answer the following: (Any two)** [07]
- 1) How many Sounds, Vowels and Consonants are there in Phonetics?  
Explain in detail.
  - 2) What do you mean by Intonation Patent?
  - 3) What is the importance of Phonetics Language in the pronunciation of



English words? Explain it with some examples.

**B) Translate the following words into Phonetics:** [07]

- |          |          |
|----------|----------|
| 1) Above | 5) Earth |
| 2) Bad   | 6) Gold  |
| 3) Card  | 7) May   |
| 4) Drop  |          |

**Q-8 A)** Write a Formal letter to a newspaper appealing for help for the victims of Earthquake. [07]

**B)** Write a Report on your visit to an orphanage home. [07]

