

C.U.SHAH UNIVERSITY

Winter Examination-2015

Subject Name: Professional Communication

Subject Code: 4TE01PRC2

Branch: B. Tech(All)

Semester: 1

Date: 30 / 11 / 2015

Time: 10:30 To 01:30

Marks: 70

Instructions:

- (1) Use of Programmable calculator & any other electronic instrument is prohibited.
- (2) Instructions written on main answer book are strictly to be obeyed.
- (3) Draw neat diagrams and figures (if necessary) at right places.
- (4) Assume suitable data if needed.

Q-1 Each of the following questions has four options. Choose the most appropriate option from it and rewrite the sentence. (14)

- a) The passive of the sentence ' I am running this car' is:
- i) This car is run by me.
 - ii) This car is runned by me.
 - iii) This car is being runned by me.
 - iv) This car is being run by me.
- b) 'Showing thumb to someone' is a part of _____ component of non-verbal communication.
- i) Haptics
 - ii) Proxemics
 - iii) Kinesics
 - iv) Chronemics
- c) A tall boy who is my younger brother runs very swiftly. The underlined word in this sentence is _____.
- i) Adverb
 - ii) Noun
 - iii) Adjective
 - iv) Conjunction
- d) The noun form of the word 'Enjoy' is _____.
- i) Joy
 - ii) Joyful
 - iii) Enjoyment
 - iv) Enjoying
- e) The person who helps passengers to carry their luggage is known as _____.
- i) Labour
 - ii) Coolie
 - iii) Plumber
 - iv) Care taker
- f) More and more trees _____ to save the environment.
- i) Should grow
 - ii) should be grown
 - iii) has grown
 - iv) grow
- g) When a principal is calling a meeting to discuss the academic policy of all the academicians, we call it a _____ flow of communication.
- i) Upward
 - ii) Downward
 - iii) Horizontal
 - iv) Diagonal
- h) He is very much honest person. The underlined word in this sentence is _____.
- i) Adjective
 - ii) Adverb
 - iii) Pronoun
 - iv) None
- i) He is doing his work excellently. The underlined word in this sentence is _____.
- j) Noun
 - ii) Preposition
 - iii) Pronoun
 - iv) Adjective
- k) Meera dances gracefully on the stage. The underlined word in this sentence is _____.
- i) Adjective
 - ii) Adverb
 - iii) Pronoun
 - iv) None
- l) Rakesh is more fluent in speaking English. The underlined word in this sentence is



- _____.
- i) Adjective ii) Adverb iii) Pronoun iv) None
- m) When the CEO of the company is communicating to his secretary, is called _____ flow of communication.
i) Upward ii) Downward iii) Horizontal iv) Diagonal
- n) In business letters, the c.c. means _____.
i) Copy Canceled ii) Copy Circulated iii) Copy Communicated iv) None
- o) To describe the activities which will be finished in future time, we use _____ tense.
i) Present Perfect ii) Future Perfect iii) Future Continuous iv) None

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

- Q-2** **Attempt all questions** **(14)**
- (a) What is barrier in listening? Explain the barriers of listening with relevant examples. **(05)**
- (b) **Write short notes on:** **(05)**
i) Kinesics ii) Proxemics
- (c) **Change the Voice:** **(04)**
i) I am not calculating his expenditure.
ii) He had not washed all these clothes yesterday.
iii) Are these pictures drawn by a great painter?
iv) Who has called the ambulance?
- Q-3** **Attempt all questions** **(14)**
- (a) **Fill in the blanks using the appropriate form of the verbs given into the brackets:** **(07)**
i) Mr. X _____ to the meeting yet. (not + report)
ii) Please call the principal immediately. The parents _____ outside the office.
(wait)
iii) Yashvi _____ just _____ from Udaipur. She is not feeling well now.
(return)
iv) _____ you _____ his favourite song on birthday party last week? (sing)
v) We _____ to Kottayam by tomorrow morning. (reach)
vi) My step father _____ to Germany fours year ago. (be)
vii) The stars always _____ at night. (shine)
- (b) Write a meaningful sentence from each word given below so that it gives different meaning: **(07)**
i) on, own
ii) night, knight
iii) Mole, Mall
iv) Hare, Hair
v) Break, Brake
vi) Week, Weak
vii) Weight, Wait
- Q-4** **Attempt all questions** **(14)**
- (a) What is communication network? Discuss the formal and informal networks of communication with relevant examples. **(07)**



- (b) Write a telephonic conversation takes place between shop owner and the customer for sending wrong washing machine to him. (Minimum 15 dialogues) (07)

Q-5 Attempt all questions (14)

- (a) Differentiate between Skimming and Scanning with examples. (07)
(b) What moral you have received from this story ‘Think Positive, Be Happy’? (07)

Q-6 Attempt all questions (14)

- (a) Describe the end of the story ‘A Lesson in Life from a Beggar’. (07)
(b) Write a dialogue that takes place between Head of the department and You – as a cultural representative of your class on how to celebrate Swami Vivekanand Jayanti in next semester. (Minimum 15 Dialogues) (07)

Q-7 Attempt all questions (14)

- (a) Construct a coherent paragraph on “Words are mightier than swords.” (07)
(b) As a Purchase Manager of Hasmukh Traders, Mehsana, write a letter of placing an order to one of the authorized dealers in Delhi, asking for various home furniture required for your show room as festive season is near.(Use Modified Block Style) (07)

Q-8 Attempt all questions (14)

- (a) Write a letter of inviting a quotation for 100 computer systems you need for starting a latest computer center in your college. Address your letter to HCL Pvt. Ltd., Kachibowli, Hyderabad. (Use Modified Block Style) (07)
(b) Discuss the end of the story, “Life is an Examination”? (07)

