

# 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 four years 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)

