

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



- (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)

