

Enrollment No: _____

Exam Seat No: _____

C.U.SHAH UNIVERSITY

Winter Examination-2018

Subject Name: Technical Writing and Communication Skills

Subject Code: 4CS02TWC1

Branch: M. Sc. C.A. & I.T. (Integrated)

Semester: 2

Date: 29/10/2018

Time: 02:30 To 05:30

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.
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- Q-1 Answer the Following questions in brief: (12)**
1. What is listening? (01)
 2. Listening is a _____ exercise. (physical, mental, unique) (01)
 3. Explain the following terms: (06)
a) Cohesion b) Coherent c) Topic Sentence
 4. Paragraph means _____. (01)
(a group of words, a group of alphabets, a group of sentences)
 5. _____ is a barrier to listening. (voice, noise, writing) (01)
 6. Unity of _____ are very necessary in paragraph. (01)
(alphabets, ideas, conjunctions)
 7. The opposite of 'dull' is _____. (bright, active, shine) (01)

Attempt any FOUR from Q-2 to Q-8

- Q-3 (A) What are the characteristics of good paragraph? (06)**
- Q-3 (B) Explain any three types of listening with relevant examples. (06)**
- Q-4 (A) Construct a coherent paragraph on 'If I would be an MLA of ABC' (06)**



Q-4 (B) Give one word substitute of the following: (06)

- i) A person who makes utensils from clay.
- ii) A Person who mends the shoes etc.
- iii) A person who writes the books etc.
- iv) A book which describes one's own life.
- v) A person who sells milk.
- vi) A person who checks the tickets of rail.
- vii) A person who is looking after the safety of common people.

Q-5 (A) What is barrier to listening? Explain any two barriers to listening with examples. (06)

Q-5 (B) Give Antonyms: (06)

- i) Day x ii) Active x iii) Appear x
- iv) Beginning x v) Tall x vi) Legal x

Q-6 (A) Construct a good paragraph on 'My Mother is the Best Mother'. (06)

Q-6 (B) Give Synonyms: (06)

- i) Bright - ii) Ability - iii) Intelligent –
- iv) Fear - v) Surprise - vi) crowd -

Q-7 (A) Expand the idea: 'Knowledge is Power'. (06)

Q-7 (B) What is deductive and Inductive approach of paragraph? Explain with examples. (06)

Q-8 Write the characteristics of a good listener? Suggest some ways to improve listening skills. (12)

