Enrollment No:			Exam Seat No: C.U.SHAH UNIVERSITY							
Winter Examination-2019										
Subje	ct Name: Comi	nunication Skills in E	English -I							
Subjec	ct Code: 4CO0	3CSE1	Branch: B.Com							
Semes	eter: 3	Date : 20/11/2019	Time:	Time: 02:30 To 05:30						
(2) (3)	Use of Progra Instructions w Draw neat dia	mmable calculator & a vritten on main answer grams and figures (if r ble data if needed.	book are strictl	y to be obeyed.	rohibited.					
Q-1	Attempt the fe	ollowing questions			14					
a)	The oldman and the Sea tells the story of a battle between									
	i. a husband and wife ii. a king and his enemy iii. a fisherman and a large marlin									
b)	Santiago failed to catch a fish for long days.									
	i. 82	ii. 83	iii. 8	4						
c)	The word 'Sala	ea refers to	,							
	i. fortunate	ii. unlucky	iii. ha	appiness						
d)	Who has written The Old Man and the Sea?									
	i) Arther Miller ii) Ernest H		Hemingway	iii) William Faul	kner					
e)	The oldman and the Sea was written in the year									
	i) 195	ii) 1952	iii) 1954							
f)	Santiago is a _	fisherman.								
	i) Cuban	ii) Americ	an	iii) Egyptian						
g)	Which of the f	Which of the followings can be the exact meaning of the word skiff?								
	i) small boat	ii) ship	iii) s	teamer						
h)	Converting the	oughts into suitable wo	rds is called							



	i) 1	feedback	ii) decoding	iii) er	acoding				
i)	One of the examples of audio sign can be								
	i) l	bell	ii) traffic lig	ghts	iii) poster				
j)	Pa	ralanguage involv	es						
	i) voice; sound; pronunciation i) time iii) distance								
k)		Mechanical, cultural, psychological are the names of of communication.							
	i) l	levels	b) barriers	c) clas	ssifications				
1)	P	Posture in non-verbal communication means							
	i) 1	i) position of the body ii) small body movements iii) distance maintenance							
m)	Th	The word 'chronemics' in non-verbal communication means							
	i) (i) distance maintenance ii) time maintenance iii) voice maintenance							
n)	'A	'All the staff and students are invited to attend the function' can be a line of							
	a _	·							
	i) circular		ii) memo	iii) n	otice				
		Attempt any fou	r questions from Q-	2 to Q-8					
Q-2	Attempt all questions								
	a) What is communication? Write in detail with diagram about non-verbal communication.								
	b)	Explain the entir	e process of commun	ication wit	h diagram.	7			
Q- 3		Attempt all que	stions			(14)			
	a) Write a detailed note about the barriers of communication.								
	b) Define communication? State its importance with the functions & scope of communication.								
Q- 4		Attempt all que	stions			(14)			
	a)	Compare and con	ntrast between semina	ar and conf	erence.	7			



Q-5	Attempt all questions	(14)
a)	What do you understand by the words posture, proxemics and paralanguage? Explain with examples.	7
b)	Write a circular to your staff regarding a Teachers' Training Programme at your University.	7
Q-6	Attempt all questions	(14)
a)	Write the advantages and disadvantages of oral and written communication.	7
b)	Write about the levels of communication.	7
Q- 7	Attempt all questions	(14)
a)	Being the Administrative Officer of Shakti Construction Pvt. Ltd, draft a memo against the junior clerk for reporting late in office.	
b)	Draft a notice inviting your staff and students for the 25 th Annual Day Function of your department.	7
Q-8	Attempt all questions	(14)
a)	Even after a long struggle the story <i>The Old Man and the Sea</i> ends with an unhappy ending. Elaborate.	7
b)	The Old Man and the Sea contributed much to the award of the Nobel Prize in Literature. Write your answer to support the view.	7

b) Write short notes on notice and circular.



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