<b>Enrollment</b>	No: C. U. SHAH U			
	Winter Exami	ination-2021		
Subject Nan	ne: Communication Skills in Englis	sh - I		
Subject Code: 4CO03CSE1		Branch: B.Com		
Semester: 3	Date: 16/12/2021	Time: 02:30 To 05:30	Marks: 70	
<ul><li>(2) Instr</li><li>(3) Draw</li></ul>	of Programmable calculator & any ot nuctions written on main answer book we neat diagrams and figures (if necessume suitable data if needed.	are strictly to be obeyed.		
<b>)-1</b>	Attempt the following questions:		(14)	
	Some of the elements of process of co ) sender-massage-channel-receiver ii)			
<b>b</b> ) \	Which of the followings comes under	oral communication?		
	) gestures/postures ii) notice/circula Which of the followings comes under		erence	
	) gestures/postures ii) notice/circul		ference	
<b>d</b> ) F	E-mail, memo, letter are the examples	of communication		
	) non-verbal ii) written	iii) oral		
	Lectures, presentation and interviews		munication.	
i • •	) non-verbal ii) written	iii) oral		
1) \ i	Whistling is a kind ofii) audio si	-· gn	nguage	
	ntra Personal, Inter Personal, Extra Personal			
	erms related with of commu			
	) barriers ii) levels	iii) types		
h) (	Our internal dialogue with ourselves in	s called		
	) Intra Personal ii) Inter P Audio /video sign is an example of		ersonai	
	) non-verbal ii) written	communication. iii) oral		
	Defects in devices used for transmittir	,	•	
	) cultural barriers ii) semant			



1) The Old Man and the Sea tells the story of a battle between an aging fisherman

ii) English

ii) shark

ii) Pedrico

m) The name of the aging fisherman in The Old Man and the Sea is \_

**k**) Earnest Hemingway is an \_\_\_\_\_ writer.

Santiago and a large \_\_\_\_\_.

i) American

i) marlin

i) Manolin

iii) Indian

iii) whale

iii) Santiago

	n)	Santiago is a fisherman.	
Atter	nnt anv	i) Cuban ii) American iii) Egyptian four questions from Q-2 to Q-8	
10001	ip cuij	rour questions from Q 2 to Q o	
Q-2		Attempt all questions	<b>(14)</b>
	a)	Write a detailed note with diagram on non-verbal communication.	7
	<b>b</b> )	Explain the process of communication with diagram.	7
Q-3		Attempt all questions	(14)
	a)	Write in detail about the barriers of communication.	7
	<b>b</b> )	Explain with examples about the different levels of communication.	7
Q-4		Attempt all questions	(14)
	a)	The Old Man and the Sea contributed much to the award of the Novel Prize in	7
	• .	Literature to Hemingway. Write your answer to support the view.	_
	<b>b</b> )	Even after a long struggle the story <i>The Old Man and the Sea</i> ends with an unhappy ending. Elaborate.	7
Q-5		Attempt all questions	(14)
	a)	Explain body language. Discuss its various aspects.	7
	<b>b</b> )	Write the advantages and disadvantages of oral and written communication.	7
Q-6		Attempt all questions	(14)
	a)	A workshop on tally is arranged in your college campus. Draft a notice	7
		informing all staff & students about the same.	
	<b>b</b> )	Being the CEO of Mahalaxmi Pvt. Ltd, draft a memo against the Office	7
0.7		Manager for reporting late in office since 8 days without any permission.	(1.1)
Q-7	<b>a</b> )	Attempt all questions  A one-day faculty development programme is going to be held on this coming	(14) 7
	a)	Sunday at your college campus. Write a circular instructing all the faculties to	1
		remain present at this programme.	
	<b>b</b> )	Holi was celebrated in Surendranagar with solemnity & grandeur. Write a	7
	,	report.	
Q-8		Attempt all questions	(14)
_	a)	Write short notes on any two.	7
	-	i) E-mail ii) Memo iii) Notice	
	<b>b</b> )	Write short notes on any two.	7
		i) paralanguage ii) gesture iii) posture	

