

# C. U. SHAH UNIVERSITY

## Summer Examination-2022

**Subject Name: Communication Skills in English-I****Subject Code: 4CO03CSE1****Branch: B.Com****Semester: 3****Date: 26/04/2022****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.

**Q-1** Attempt the following questions**14**

- a) *The Old Man and the Sea* tells the story of a battle between an aging fisherman and a large \_\_\_\_\_.  
i) marlin                      ii) shark                      iii) whale
- b) Who has written *The Old Man and the Sea*?  
i) Arther Miller              ii) Earnest Hemingway      iii) William Faulkner
- c) Earnest Hemingway is an \_\_\_\_\_ writer.  
i) American                  ii) English                      iii) Indian
- d) The name of the aging fisherman in *The Old Man and the Sea* is \_\_\_\_\_.  
i) Manolin                      ii) Pedrico                      iii) Santiago
- e) Blowing horn is a kind of \_\_\_\_\_.  
i) visual sign                  ii) audio sign                  iii) body language
- f) One of the examples of visual sign can be \_\_\_\_\_.  
i) shaking hands              ii) zebra crossing              iii) blowing horn
- g) Communication means \_\_\_\_\_.  
i) to share house              ii) to share dress              iii) to share thoughts
- h) Some of the elements of process of communications are \_\_\_\_\_.  
i) sender-message-channel-receiver ii) semantic-cultural iii) intra-extra-mass
- i) Which of the followings comes under written communication?  
i) gestures/postures          ii) notice/circular              iii) seminar/conference
- j) Which of the followings comes under oral communication?  
i) gestures/postures          ii) notice/circular              iii) seminar/conference
- k) Sound; tone; pitch etc. involves  
i) haptics                      ii) paralanguage              iii) proxemics
- l) E-mail, memo, letter are the examples of \_\_\_\_ communication.  
i) non-verbal                  ii) written                      iii) oral
- m) The process of converting thoughts into suitable words or charts is called \_\_\_\_  
i) encoding                      ii) decoding                      iii) feedback
- n) \_\_\_\_\_ communication can be a permanent record.  
i) oral                              ii) written                      iii) non-verbal

**Attempt any four questions from Q-2 to Q-8****Q-2** Attempt all questions**(14)**

- a) What is communication? Write a detailed note on non-verbal communication.      7
- b) Explain the process of communication with diagram.      7



- Q- 3 Attempt all questions (14)**  
a) Write a detailed note on oral and written communication. 7  
b) Explain body language. Discuss its various aspects. 7
- Q- 4 Attempt all questions (14)**  
a) Write short notes on haptics, proxemics and paralanguage. 7  
b) Compare and contrast between seminar and conference. 7
- Q-5 Attempt all questions (14)**  
a) Write about different levels of communication. 7  
b) Explain in detail about different barriers of communication. 7
- Q- 6 Attempt all questions (14)**  
a) *The Old Man and the Sea* . Write the summary of the novel. 7  
b) Even after a long struggle the story *The Old Man and the Sea* ends with an unhappy ending. Elaborate. 7
- Q- 7 Attempt all questions (14)**  
a) Being the Manager of Shiva Shakti Pvt. Ltd, draft a memo against the Office Assistant for reporting late in office. 7  
b) Draft a notice inviting your college students to attend the Annual Function of your college. 7
- Q- 8 Attempt all questions (14)**  
a) Write a circular to your staff regarding a Teachers' Training Programme at your department. 7  
b) What is report? Write the characteristics of writing a report. 7

