

# 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-massage-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

