Enrollment No:	Exam Seat No:		
	C. U. SHAH UNIVERSITY		

Winter Examination-2022

Subject Name: Communication Skill

Subject Code: 4CS01ACS1 / 4CS01TCS1 Branch: B.C.A. / B.Sc.I.T.

Semester: 1 Date: 04/01/2023 Time: 11:00 To 01:30 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	owing questions:		(14)
	a)	Which is single c	concept Modal?		
	ŕ	_	B. Will	C. Must	
	b)	The word commu	unication is a/an word	1.	
		A. English	B. Greek	C. Latin	
	c)		_play the Piano. (ability)		
		A. can	B. will		
	d)	Visual, auditory	etc. come undercor	nmunication.	
		A. oral	B. written		
	e)	We atebre	ad and butter.		
		A. few	B. some	C. many	
	f)	secon	nd book in the Library is	best	
		A. A, The	B The, the	C. The, an	
	g)	milk	k is good for you.		
		A. N.A	B. A	C.THE	
	h)	Which of the foll	owings come under visual of	communication?	
			B. bell ring		
	i)	Proximity refers	to the maintenance of		
		A. distance	B. time	C. voice	
	j)	Teacher	to Students, Sun rises in	n the East.	
		A. says	B. told	C. telling	
	k)	She isthan	her.		
		A .pretty	B. prettier	C. prettiest	
	1)	Which sentence i	s not correct to write a resu	me?	
		A. Summary of	the education qualification	should be pointed in	
		reverse chronolo	ogical order.		
		B. Writing in 3r	d person.		
		C. plain text res	ume is also known as a trad	ition resume.	
	m)	_	erbal communication mean		
		A. position of be	ody B. small body move	ments C. eye contact	



Attempt any four questions from Q-2 to Q-8					
Q-2		Attempt all questions	(14)		
	\mathbf{A}	What is Group Discussion? Characteristics of Group Discussion.	07		
	В	Write a detailed note on non-verbal communication.	07		
Q-3		Attempt all questions	(14)		
	A	Write short notes on Chronological Resume and Hybrid Resume	07		
	В	Characteristics of Effective Meetings.	07		
Q-4		Attempt all questions	(14)		
	A	You are selected for the post of Sr Account in Bharat Chemical, SNR. Write a job acceptance letter.	07		
	В	Write a resume to Atmiya University, Rajkot applying for the post of a Librarian.	07		
Q-5		Attempt all questions	(14)		
	\mathbf{A}	How many main Tenses are there in English Language?	07		
		2 How many articles are there in English Language?			
		3 The Computer is on the <u>table</u> . (Identify the parts of speech of the			
		underlined word)			
		4 How many Parts of Speech are there in English Languagehi? 5 How many types of Noun are there in English Language?			
		6 What is Noun?			
		7 What is an Adjective?			
	В	1. Change the Voice. (3)	07		
		I have not spoken English.			
		They learn English.			
		Shreya Is not singing songs.			
		2. Reported Speech. (4)			
		'What are you doing now Anju?'			
		"I am reading for my next exam."			
		But why are you asking such a question Sona?" "Because I want to play with you,"			
Q-6		Attempt all questions	(14)		
	\mathbf{A}	Write note on types of Interview.	07		
	В	What should do during the Interview?	07		
Q-7		Attempt all questions	(14)		
		A. Fill the following blanks			
		1 I come in Sir? (Am, May, Can)	07		
		2. We speak truth. (are, should, could)			
		3. Catch me if you (Am, May, Can)			
		4 you like Tea or Coffee? (Should, Would, Could)			
		5. We pay the taxes regularly. (would, should, could)			

n) "I refer to the advertisement & wish to apply for the post of _____your organization" can be a line of which of the following letters?

C. rejection

B. cover

A. resignation



		7. We do this task. (shall, may, can)	
		B. Fill the following blanks.	
		1. I sawpeople in the program. (few, less, more)	07
		2. Jack hasfriends here. (many, more, bit)	
		3. I have written articles on (several, few, enough)	
		4. We have food in the refrigerator. (little, enough, much)	
		5. There was apeople in the concert. (enough, lots of, more)	
		6. Alice hadfruits only. (some, any, many)	
		7. Merry drankwater. (a little, some, a bit)	
Q-8		Attempt all questions	(14)
	\mathbf{A}	Write a Resignation letter to The Manager of Divyajyoti Brothers & Co	07
		Rajkot.	
	В	Write a resume to Viva Plastic Pvt LTD, Ahmedabad applying for the post of an Office Assistant	07

