

**Code No: MC120**

**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**

**MCA I Semester Examinations, February-March 2012**

**ENGLISH LANGUAGE COMMUNICATION SKILLS**

**Time: 3hours**

**Max. Marks: 60**

**Answer any five questions  
All questions carry equal marks**

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- 1.a) Correct the following sentences:
  - i) One must love his motherland.
  - ii) Being Sankranthi, all colleges have been closed
  - iii) Physics are the basis of all sciences.
  - iv) Bread and butter make a good breakfast.
  - v) They are friends since school days.
  - vi) The news was broadcasted yesterday.
- b) What is wrong with the following expressions? Use their correct forms in sentences of your own:
  - i) free gift
  - ii) mutual collaboration
  - iii) necessary essentials
  - iv) mutual agreement
  - v) past history.
  - vi) money purse
2. Identify the barriers to effective communication. How do you overcome these barriers?
3. To make an effective oral presentation, the speaker must be able to exercise control over three things, namely, the material, the self and the audience. What strategies would you adopt to exercise this control?
4. Why is videoconferencing more effective than any other form of conference?
5. How do you prepare for an interview and face it effectively?
6. Illustrate the differences between spoken and written communication.
7. Draft a business letter addressed to the Sales Manager of the Computer World, Panjagutta, Hyderabad, requesting for a copy of their catalogue with pictures and prices of the computers and laptops, to enable you to purchase a latest model of a Desktop or laptop, or both, for your personal use.
8. Prepare a feasibility report on establishing a Computer Corridor in Khammam Town for the consideration of Nagarjuna Software Developers, Khammam. The report must have the following sub-headings:
  - Introduction
  - Location of the site
  - Present situation
  - Demand for Computer Services
  - Availability of Experts
  - Transport Facilities
  - Recommendations
  - Conclusion.

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