



(Following Paper ID and Roll No. to be filled in your Answer Book)

PAPER ID : 7301

Roll No.

09 29 01 40 54

M.C.A

(SEM I) ODD SEMESTER THEORY EXAMINATION 2009-10
PROFESSIONAL COMMUNICATION

Time : 3 Hours]

[Total Marks : 100

- 1 This question contains 20 objective type $20 \times 1 = 20$ questions. Write correct answers for each one as per instructions :

Make correct choice

- (a) Basic requirements of a good paragraph are :
- (i) emotion
 - (ii) style
 - (ii) logic
 - (iv) unity and coherence
- (b) The logical relationship between the elements and the construction of technical writing is :
- (i) brevity
 - (ii) coherence
 - (iii) clarity
 - (iv) precision



- (c) Letters of quotation means :
- (i) Letter of reference
 - (ii) Letter of statement
 - (iii) Letter of rate/price
 - (iv) Letter of illustration.
- (d) It throws light on the methods used by the researcher in his report
- (i) Methodology
 - (ii) abstract
 - (iii) acknowledgement
 - (iv) none.
- (e) D.O. letter means
- (i) Demi-official letter
 - (ii) dummy official letter
 - (iii) down and out letter
 - (iv) directly official letter
- (f) What is kinesics?
- (i) Paralinguistics
 - (ii) Gymnastics
 - (iii) Science of body
 - (iv) None

- (g) "Humour is just another defence against the world" is said by
- (i) Robert Frost
 - (ii) Mike Grimble
 - (iii) Dale Carnegie
 - (d) Mel Brooks
- (h) Industrial Revolution has made
- (i) Western world richer and smaller
 - (ii) Our world richer and larger
 - (iii) Everybody's world richer and smaller
 - (iv) None
- (i) Which is valid? Man is :
- (i) Supernatural creature
 - (ii) Part of nature
 - (iii) Ruler of nature
 - (iv) Creator of nature
- (j) What is the element that a formal report does contain?
- (i) Personal
 - (ii) Romantic
 - (iii) Conjugal
 - (iv) Official/organizational



Fill in the blanks :

- (k) _____ is the cardinal point of presentation.
- (l) _____ is a group of sentences or a single sentence that forms a unit.
- (m) _____ is the briefest form that can be used in an office.
- (n) A project is a form of _____ communication.

State True or False:

- (o) A preface is written by writer in a personal style.
- (p) A sales letter promotes good will.
- (q) Philosophy is the mother of all sciences. It is a comprehensive science.
- (r) Facial expressions are speaker's best introducer.

Give one word for :

- (s) A poem of mourning.
- (t) One who is not able to speak.

SECTION - B

1 Attempt any **three** parts of the following : **10×3=30**

- (a) What are Interpersonal Barriers to communication?
- (b) Define communication. What is grapevine in an organization?
- (c) Put forward your views on philosophy as a mother of all sciences.
- (d) Paragraph writing is an art. Define and discuss.
- (e) Write the meaning of following homophones/select words and use them in statements.
 - (i) Bare, Bear
 - (ii) Chord, Cord
 - (iii) Dual, Duel
 - (iv) Carrier, Career
 - (v) Disease, Decease

SECTION - C

Note : Attempt in all five questions; one from each question.

10x5=50

- 3 (a) Elucidate the views of author on the use of language in the essay - "The Language of Literature And Science".
- (b) What do you mean by a report? Mention its key characteristics.

- 4 (a) Throw light on the ways, on how to overcome communication barriers.
- (b) Describe in brief presentation techniques or methods of delivery.

- 5 (a) Define the importance of communication. How far do you agree that feedback is significant in communication?
- (b) Comment on style, unity, diction and coherence paragraph writing.

- 6 (a) Write an application for the post of Software Engineer in a reputed company. Invent necessary details.

- (b) Write short notes on :
 - (i) Topic sentence
 - (ii) Technical Paper : Features and Methods.

- 7 (a) "Nature does what it does, not what we should wish nor yet what we should fear." Do you agree with this statement made by Bertrand Russel?
- (b) State the salient features and significance of technical communication.

How To Exam