



Printed Pages : 7

MCA111

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

PAPER ID : 7301

Roll No.

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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 **20×1=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, Béar
 - (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.



(c) Write short notes on :

(i) Topic sentence

(ii) Technical Paper : Features and Methods.

(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.

