

Roll No.

Total No. of Pages : 03

Total No. of Questions : 09

PGDCA (2017 & Onwards) (Sem.-I)
COMMUNICATION AND SOFT SKILLS

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTION TO CANDIDATES :

1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
2. SECTION-B contains FIVE questions carrying FIVE marks each and students have to attempt any FOUR questions.
3. SECTION-C contains THREE questions carrying TEN marks each and students have to attempt any TWO questions.

SECTION-A

1. Write short notes on the following :
 - i) What are external functions of communication?
 - ii) Write a note on Non-Verbal Communication.
 - iii) What points should we bear in mind while comprehending a text?
 - iv) What is the difference between a descriptive and an imaginative paragraph?
 - v) How should one prepare for a Group Discussion?
 - vi) What is the importance of technical reports?
 - vii) How does a barrier affect communication?
 - viii) Briefly list salient features of an instruction manual.
 - ix) How is an extempore different from oral paper reading?
 - x) While arranging conferences, what should be kept in mind?

SECTION-B

2. Write a paragraph on UNEMPLOYMENT or USES AND ABUSES OF INTERNET. Describe
3. barriers in communication and how to overcome them? Make a precis of the following
4. passage. Also suggest a suitable heading. Certain people consciously or unconsciously

cherish the desire that some part of their

work and of their accomplishment will outlive their own individual life. The influence which they have exercised on the world in which they lived, the concern which they have built up, the books which they have written, the work they have laid as a part of some scientific edifice, whose completion they themselves will not live to see all such things inspire the people that some aspect of themselves will outlast their own personal existence, the artist bequeaths his pictures, the scholar his contribution of knowledge while poets and composers are primarily concerned that posterity shall take pleasure in their creations. Statesmen envisage that particular agreement in whose development they themselves had played a crucial part will preserve their names for future generations. People are not unconcerned for their posthumous reputation. Many an old person is distinctly preoccupied with this question and keeps a zealous watch to ensure that his achievement are properly quoted and recorded.

5. Draft a business letter inquiring about the delay in supply of air conditioners required by your company for which you had earlier placed an order. Imagine details.
6. Discuss presentation techniques which make presentations effective.

SECTION-C

7. Discuss 7 Cs of Communication.
8. Read the following passage carefully and answer the questions that follow :

A sanctuary may be defined as a place where Man is passive and the rest of Nature active. Till quite recently Nature had her own sanctuaries, where man either did not go at all or only as a tool-using animal in comparatively small numbers? But now, in this machinery age, there is no place left where man cannot go with overwhelming forces at his command. He can strangle to death all the nobler wild life in the world to-day. To-morrow he certainly will have done so, unless he exercises due foresight and self-control in the mean time. There is not the slightest doubt that birds and mammals are now being killed off much faster than they can breed. And it is always the largest and noblest forms of life that suffer most. The whales and elephants, lions and eagles, go. The rats and flies, and all mean parasites, remain. This is inevitable in certain cases. But it is wanton killing off that I am speaking of to-night. Civilized man begins by destroying the

very forms of wild life he learns to appreciate most when he becomes still more civilized. The obvious remedy is to begin conservation at an earlier stage, when it is easier and better in every way, by enforcing laws for close seasons, game preserves, the selective protection of certain species, and sanctuaries.

I have just defined a sanctuary as a place where man is passive and the rest of Nature active. But this general definition is too absolute for any special case. The mere fact that man has to protect a sanctuary does away with his purely passive attitude. Then, he can be beneficially active by destroying pests and parasites, like bot-flies or mosquitoes, and by finding antidotes for diseases like the epidemic which periodically kills off the rabbits and thus starves many of the carnivora to death. But, except in cases where experiment has proved his intervention to be beneficial, the less he upsets the balance of Nature the better, even when he tries to be an earthly Providence.

Question :

- a. How does the author define a sanctuary? b. What is the author's argument about destroying flies and mosquitoes? c. What is the obvious remedy? d. What is the central idea of this passage? e. Use the following in explanatory sentences :

absolute, foresight

9. How is a technical report different from a dissertation and thesis? Give in detail the steps required to write a thesis.

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.