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**BO—01—2016**

**FACULTY OF SCIENCE**

**BCA./B.Sc.(CS)/B.Sc.(NT)/B.Sc.(SE)/ (First Year) (First Semester)**

**EXAMINATION**

**NOVEMBER/DECEMBER, 2016**

**(CBCS Course)**

**COMMUNICATION AND SOFT SKILLS—I**

**(Thursday, 17-11-2016)**

**Time : 10.00 a.m. to 1.00 p.m.**

*Time—Three Hours*

*Maximum Marks—75*

- N.B. :-*
- (i) All questions are compulsory.
  - (ii) Figures to the right indicate full marks.
  - (iii) Assume suitable data, if required.
  - (iv) Use of any electronic media such as mobile, digital diary, electronic calculator is not permitted.

1. Attempt any *five* of the following : 3 marks each

- (a) Adjective
- (b) Future Tense
- (c) Two definitions of communication
- (d) Two expression of Inviting
- (e) Procedure of Interview
- (f) Benefits of reading activity
- (g) Main elements of resume.

2. Attempt any *two* of the following : 5 marks each

- (a) Explain Noun Phrase.
- (b) 'Adverb as a word class'—explain.
- (c) Explain 'clause' in detail.

P.T.O.

3. Attempt any *two* of the following : 5 marks each

- (a) Explain verbal communication.
- (b) Explain the principles of effective communication.
- (c) Explain the barriers of communication.

4. Attempt any *two* of the following questions : 5 marks each

- (a) Enumerate any *five* soft skills.
- (b) Explain the concept of leadership.
- (c) Write a brief dialogue on the following situation :

Your have booked a room in a hotel and you notice the geyser, the taps, the fans, the lights are not working; the room has not been cleaned. You go to the house-keeper and complain to him/her about all these things.

5. Attempt any *two* of the following : 5 marks each

- (a) What are the dos and don'ts of Interview ?
- (b) How to manage conflict among the employees and employers ?
- (c) What is Group Discussion ?

6. Attempt any *two* of the following : 5 marks each

- (a) Explain the importance of reading.
- (b) What are the types of reading ? Explain.
- (c) Summarize the following passage :

A human being is a social animal. Our life depends on co-operation. We do things for others and others do things for us. Every now and then we request people to offer us goods and services. There are direct

and indirect ways of making requests. For example, when I am thirsty, I may say 'I am thirsty' or 'Will you please fetch me a glass of water?' English offers us several choices in which we make requests of course, linguistic choices are determined by the three factors that we discussed in the introduction to conversational English occasion, topic and intimacy.

7. Attempt any *two* of the following questions : 5 marks each
- (a) Write a letter of application for the post of Software Engineer in TCS, Hinjwadi, Pune 411007.
  - (b) Write a resume (Curriculum Vitae) of an imaginary candidate for the post of Software Engineer.
  - (c) Explain the importance of e-mail.