

This question paper contains 3 printed pages]

**BJ—03—2016**

**FACULTY OF SCIENCE**

**B.C.A./B.Sc. (CS)/B.Sc. (NT)/B.Sc. (SE) (First Year)**

**(First Semester) EXAMINATION**

**NOVEMBER/DECEMBER, 2016**

**(CBCS Pattern)**

**COMMUNICATION AND SOFT SKILLS—I**

**(Friday, 18-11-2016)**

**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 :

5×3=15

(a) Verb

(b) Present Tense

(c) Two definitions of communication

(d) Two expressions of 'Greetings'

(e) Define conflict management.

(f) Scanning one of the methods of Reading.

(g) Format of formal letter writing.

2. Attempt any *two* of the following :

2×5=10

(a) Explain verb phrase in detail.

(b) Explain Adjective as a word class.

(c) Explain complex sentence.

P.T.O.

3. Attempt any *two* of the following : 2×5=10

- (a) Explain the barriers of communication.
- (b) Describe oneway process of communication.
- (c) Explain verbal communication in detail.

4. Attempt any *two* of the following : 2×5=10

- (a) Explain any *five* soft skills.
- (b) Describe any *five* qualities of a good leader.
- (c) Write a dialogue on the following situation :

Your friend is wearing a special dress. Pay compliments on her/his dress and her/his looks.

5. Attempt any *two* of the following : 2×5=10

- (a) Describe conflict management.
- (b) Describe group discussion in detail.
- (c) How do you prepare yourself for an Interview ?

6. Attempt any *two* of the following : 2×5=10

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

We constantly attempt to make people around us feel happy. We compliment them on their palacious houses, luxurious cars, handsome

and well-behaved children, on their generosity, commitment, dedication, scholarship etc. When we are complimented, as receives of the compliment we take it with a pinch of salt. We may just thank the complimentee for the compliment or may say that we do not deserve it. Whatever the response to a compliment, it avoids self-praise.

7. Attempt any *two* of the following : 2×5=10

- (a) Write a resume [Curriculum Vitae] of an imaginary candidate for the post manager.
- (b) Explain the term e-mail.
- (c) Write a letter of application for the post of Manager in IBM, Ganesh Khind, Pune, 400117.