

Code: 9FHS102

MCA I Semester Supplementary Examinations August 2014

ENGLISH LANGUAGE COMMUNICATION SKILLS

(For students admitted in 2009, 2010, 2011, 2012 & 2013 only)

Time: 3 hours

Max. Marks: 60

Answer any FIVE questions
All questions carry equal marks

1. (a) Write synonyms for the following words:
 - (i) magnanimous
 - (ii) reliability
 - (iii) controversy(b) Write antonyms for the following words:
 - (i) courage
 - (ii) moral
 - (iii) native(c) Write one word substitute for the following words:
 - (i) A place where all the wastages are kept
 - (ii) A person who knows many languages
 - (iii) One who studies physics(d) Use the following idioms in your own sentences:
 - (i) smell a rat
 - (ii) nip in the bud
 - (iii) bag and baggage
2. What is communication? Describe verbal and non-verbal communication.
3. (a) What are the advantages and disadvantages of listening?
(b) Explain the strategies of reading.
4. (a) Bring out the differences between formal and informal interviews.
(b) Explain in detail about pre-interviewing planning.
5. Write short notes on:
 - (a) Chairing sessions
 - (b) Video conferencing
6. Describe the features of effective writing.
7. Compose an email informing the employee of a company of their success in getting the bonus.
8. Write a report on the condition of your computer lab in your institution.
