IMCA – 12

I Semester Int. M.C.A. Examination, February/March 2010
COMMUNICATION SKILLS IN ENGLISH

Time: 3 Hours Max. Marks: 100

Instructions: *1) Answer **all** questions in Part – **A**, **5** out of 8 questions in Part – **B**, and **4** out of 6 questions in Part – **C**.*
*2) PART – **A**: Questions from **1 to 8** carry **1** mark each and **9 to 14** carry **2** marks **each**.*
*3) PART – **B**: **Each** question carries **8** marks.*
*4) PART – **C**: **Each** question carries **10** marks.*

PART – A

1. Mention the Barriers for Good Listening.
2. Define Sentence.
3. Define Academic Essay.
4. Define Multi-Volume Thesis.
5. How to use the Benchmarks ?
6. Mention Parts of a Business letter.
7. Why to design a Resume ?
8. Define Interview.
9. What are the purpose of Listening ?
10. Define "Reading for Pleasure".
11. Explain manuscript.
12. Define Linkage and Cohesion.
13. State the Tips for Taking Essay Exams.
14. Define Benchmarks.

P.T.O.

PART – B

1. Mention and Explain the Types of Listening in detail.
2. Explain Skimming and Scanning.
3. Define Writing. Explain types of Sentences.
4. Write a short paragraph for **"Fly-over- a nuisance for general public"**.
5. Define Memo with example.
6. Explain Types of Communication.
7. English for News and Information. Justify.
8. What do you mean by Conversation ?

PART – C

1. Define Communication. Explain the process of communication with neat diagram.
2. List out the various types of listening and briefly explain the traits of good listening.
3. Describe in detail Types of Reading .
4. Write a letter, applying for the job, giving details of your qualification.
5. Write a Resume with a neat format.
6. Write a short notes on " English in Communication".

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