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AF—1—2017

FACULTY OF SCIENCE

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

(First Semester) EXAMINATION

MARCH/APRIL, 2017

(CBCS Pattern)

COMMUNICATION AND SOFT SKILLS—I

(Thursday, 6-4-2017)

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

Time—3 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 dairy, electronic calculator is not permitted.

1. Attempt any *five* of the following (3 marks each) : 15

- (a) Noun
- (b) Past Tense
- (c) Define communication
- (d) Two expressions of Introducing yourself
- (e) Procedure of group discussion
- (f) Skimming
- (g) Elements of e-mail.

2. Attempt any *two* of the following (5 marks each) : 10

- (a) Explain adjective phrase
- (b) Explain noun
- (c) Explain compound sentence.

P.T.O.

3. Attempt any *two* of the following (5 marks each) : 10
- (a) Describe two-way process of communication.
 - (b) Explain non-verbal communication.
 - (c) What are the barriers of communication ?
4. Attempt any *two* of the following (5 marks each) : 10
- (a) Describe any *five* soft skills.
 - (b) Explain any *five* qualities of a leader.
 - (c) Write a dialogue on the following situation : Your friend meets you after a long time in Pune. You are delighted to see him. So is he/she.
5. Attempt any *two* of the following (5 marks each) : 10
- (a) Explain the concept of 'Group Discussion'.
 - (b) Explain the types of Interview.
 - (c) Explain conflict management in detail.
6. Attempt any *two* of the following (5 marks each) : 10
- (a) How to improve reading skill ?
 - (b) What are the types of reading ? Explain.
 - (c) Summarize the following passage :

Nearly all superstition are concerned with luck. Good luck is associated with horse shoes, the finding of a pin, the three penny bit in the Christmas pudding, the old shoe flung at a wedding party, etc. Ill luck is associated with the howling of dogs, the spilling of salt, the crossing of knives, sitting down to a table, meeting a cross-eyed woman, walking under a ladder, the falling of a picture from the wall, the breaking of a mirror and scores of other things.

7. Attempt any *two* of the following (5 marks each) : 10
- (a) What is e-mail ? Explain.
 - (b) Write a letter of application for the post of lecturer in English in VIIP College, Pune-411007.
 - (c) Write a resume (Curriculum Vitae) of an imaginary candidate for the post of lecturer.