

2011000304010002
EXAMINATION OCTOBER 2024 (ATKT EXAM)
BACHELOR OF SCIENCE (COMPUTER SCIENCE)
(FOURTH SEMESTER)
WRITTEN AND SPOKEN COMMUNICATION SKILLS

[Time: As Per Schedule]

[Max. Marks: 50]

Instructions:

1. Fill up strictly the following details on your answer book

- a. Name of the Examination: **BACHELOR OF SCIENCE (FOURTH SEMESTER)**
- b. Name of the Subject: **WRITTEN AND SPOKEN COMMUNICATION SKILLS**
- c. Subject Code No: **2011000304010002**

2. Sketch neat and labelled diagram wherever necessary.
3. Figures to the right indicate full marks of the question.
4. All questions are compulsory.

Seat No:

--	--	--	--	--	--

Student's Signature

Q.1 Answer briefly: (ANY FIVE)

10

1. Why do you think many official messages fail to communicate the intended meanings to the recipients?
2. Mention two most commonly asked questions in an interview.
3. When you speak to someone, how do you know that they are interested in what you are saying?
4. What are the many forms of written communication in an organisation?
5. What do we need to keep in mind when we communicate through writing?
6. Explain the proverb: There are not cakes without work.
7. Explain the proverb: The face is the index of the mind.

Q.2 A Draft a dialogue on ANY ONE of the following situations

7

- i) Manisha invites her cousin to join her and her brother on vacation. Vinit accepts the invitation. Draft the conversation.
- ii) Rajesh invites his friend Namita to watch a cricket match. Draft a dialogue.

Q.2 B i) Discuss on the necessity of matching our words with our deeds to communicate effectively. **7**

OR

ii) Write about the work experiences of a retired employee asking him/her about job details and reasons for recommending the company to others.

Q.3 A i) Draft an interview conversation between the employers and a candidate for the post of a personal assistant. **8**

OR

ii) Make a list of around ten questions which can be asked to a candidate during an interview for the post of a sales executive. Also draft relevant responses in the dialogue form.

Q.3 B i) Draft a Resume for the post of an accountant in a textile company. **8**

OR

ii) Draft a Resume for the post of a supervisor in a footwear company.

Q.4 Do as directed: **10**

- 1) Jagdish owned a small herd _____ cattle and a plantation. (Insert a suitable preposition)
- 2) Jaya studied maths in high school. She did not choose engineering. (Use a suitable conjunction to join the sentences)
- 3) The new recruit said, "Yes sir, I will wear it right away." (Convert into indirect speech)
- 4) The accountant said open an account to encash your cheque. (Punctuate the sentence in direct speech)
- 5) At first glance (Use the fixed expression in a sentence of your own)
- 6) He is interested in your future plans. (Frame a 'yes/no' question)
- 7) A larger part of any message is communicated through vocal and visual elements. (Frame a 'wh' question)
- 8) The painting is too beautiful. (Correct the sentence)
- 9) Sehwag is one of the best captain of Indian cricket. (Correct the sentence)
- 10) We are understanding the problem now. (Correct the sentence)
