Additional Exam
2015

F. Y. I. T.
SEM - I
P. C. S.
26|3|15

P 26 03/5

VCB   FYIT   Professional Communication Skills   Sem-I   75 Marks   2 1/2 Hrs.

Note

- All questions are Compulsory. Options are given in each question.
- Figures to right indicate full marks.
- Give examples wherever necessary.

Q1 Attempt any two.   10 M

1. Explain "You Attitude".
2. Give guidelines and benefits for achieving Clarity in Communication.
3. What is concise writing?
4. What are the techniques to use Correctness?

Q2 Attempt any two.   10 M

1. Explain process of communication.
2. What are factors of Communication?
3. Explain decoding and encoding.
4. What is effect of Noise communication?

Q3 Attempt any two.   10 M

1. Explain Interpersonal Barrier in detail.
2. How Psychological Barriers affects the communication?
3. Elaborate Formal & Informal Channels of Communication?
4. Write Short note on Business Communication?

Q4 Attempt any two.   10 M

1. What is importance of Visual Aid in Presentations?
2. Write a letter to Principal of College asking permission for organising 3 day residential camp in college premise during Diwali Vacation. Use Indented form.
3. What are the effective techniques to write effective e-mail?
4. How will you prepare yourself for interview?

Q5 Attempt any two.   10 M

1. How listening and Reading are interrelated?
2. What are different desirable & undesirable reading habits?
3. What is Note-making? Explain its Importance.
4. What are qualities of bad Listener?

Q6 Attempt any two. 10 M

1. Convert Roman in Arabic Numbers
   ID, MD, CLV, DCCIII, MVII
2. What is an "abbreviation"? Name some abbreviations used in measurements, City names.
3. What is Proof reading? Explain any 5 symbols used in it.
4. What is Hyphenation? Give examples of Hyphens with numbers, prefixes and words.

Q7 Attempt any three. 15 M

1. Explain Concreteness.
2. How elements of communication are interrelated?
3. How Semantic barrier can be overcome in organisation?
4. Write a Job Application letter for post of software developer in IT Organisation.
5. Explain Cognitive process of Listening.
6. What is transition? How it is useful in written work?