



Printed Pages : 8

MCA-111

(Following Paper ID and Roll No. to be filled in your Answer Book)

PAPER ID : 7301

Roll No.

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M.C.A.

(Only for the candidates admitted/Readmitted in the session 2008-09)

(SEM. I) EXAMINATION, 2008-09
PROFESSIONAL COMMUNICATION

Time : 3 Hours]

[Total Marks : 100

Note: Question-paper carries three sections. Read the instructions carefully and answer accordingly. Follow the prescribed text for text-based questions.

SECTION - A

1 This question contains 20 objective type questions. Write correct answers for each one as per instructions.

(a) Make correct choice:

What is report?

(i) Complaint

(ii) Narration

(iii) Formal communication for professional purpose

(iv) Speech

(b) Annual confidential report is -

(i) Informal report

(ii) Oral report

(iii) Routine report

(iv) None of the above



- (c) What is upward communication?
- Communication with standard people
 - Communication with juniors
 - Communication from sub-ordinates to top management
 - None of the above
- (d) What is inter-personal barrier to communication?
- Enmity between persons
 - Barrier of selfishness
 - Barrier of mutual differences
 - Barrier caused by inappropriate transaction of words between two or more.
- (e) Deductive method of technical writing follows following pattern:
- Moves from particular statements to general statements
 - Moves from general statements to particular statements
 - Proceeds from ambiguous statements to clear statements
 - None of the above
- (f) Basic requirements of good sentence in technical presentation is / are -
- Logic
 - Emotion
 - Substance
 - Clarity, consistency and economy

- (g) What is meaning of 'adeptness' -
- cunningness
 - cleverness
 - dexterity
 - Adjustment
- (h) Which one of the following is false: Negligible means -
- Big
 - Great
 - Worthy
 - Trivial and worth ignoring
- (i) What is Synonym of 'dexterity' ?
- Silliness
 - Foolhardy
 - Ignorance
 - Proficiency and quick cleverness
- (j) Make verb of the word 'Blood'
- Bloody
 - Blooding
 - Bleed
 - None of the above
- (k) Letter of Order in technical communication means -
- Command
 - Instructions
 - Notice
 - Order for the purchase of desired items



- (l) Letter of Claim is :
- (i) Letter of one's rights
 - (ii) Letter of complaint for damages
 - (iii) Letter of desire
 - (iv) Letter of shares
- (m) Informational report is:
- (i) Informal report
 - (ii) Oral report
 - (iii) Routine report
 - (iv) Relevant data for analysis
- (n) Extempore speech is :
- (i) Readymade speech
 - (ii) Prepared speech
 - (iii) Pre-meditated speech
 - (iv) No time for prior preparation and thought
- (o) What is paralinguistics?
- (i) Kinesics
 - (ii) Metaphysics
 - (iii) Non-verbal vocal signals' study
 - (iv) None of the above
- (p) Which of the following statements is valid regarding scientific techniques ?
- (i) Technique for personal change
 - (ii) Corrupting
 - (iii) Mechanical
 - (iv) Technique for causing changes worldwide

- (q) What is valid statement out of following ?
- (i) Man is supra-natural creature
 - (ii) Creator of nature
 - (iii) Part of nature
 - (iv) Ruler of nature
- (r) Who is creator of new technical language?
- (i) Mathematician
 - (ii) Physicist
 - (iii) Scientist
 - (iv) Poet
- (s) Which one is true out of the following. Sciences are concerned with -
- (i) Emotional responses to experience
 - (ii) Mechanical responses to experience
 - (iii) Random responses to experience
 - (iv) Rational responses to experience
- (t) Which one is true out of the following ?
- (i) Physics is the mother of sciences
 - (ii) Mathematics is the mother of sciences
 - (iii) Geometry is the mother of sciences
 - (iv) Philosophy is the mother of sciences



SECTION - B

2 Attempt any **three** parts out of following: **10×3=30**

- (a) What is the importance of technical communication for any professional organization? What are the desired steps to promote it?
- (b) (i) Make new words as directed:
- (a) Abide (noun)
 - (b) Home (Adjective)
 - (c) Young (noun)
 - (d) Bliss (verb)
 - (e) Society (verb)
- (ii) Write the meaning of following homophones / select words and use them in statements:
- (a) Stationery, stationary
 - (b) President, Precedent
 - (c) Emigrant, Immigrant
 - (d) Refuse, Refuge
 - (e) Diverse, Divers
- (c) Write a Govt. letter to the V.P. / Principal Secretary of your dept. pointing out anomalies in the promotional prospects along with begging solutions to your personal grievances raised by administration/management. Invent necessary details.
- (d) What are features of kinesics in presentation? How are these non-verbal methods as necessary as verbal strategies?

- (e) How does science fail to appreciate unique individual experience and search for meaning and goal of life? Answer the question in the light of Moody E.Prior's views in his essay.

SECTION - C

Attempt in all **five** questions selecting one from each question. **10×5=50**

- 3 (a) What is wrong, according to J. Bronowski, if man "wants to feel that he was cast from birth in a supernatural mould; larger than life, or at least larger than nature". Discuss the views of the writer in his essay.
- (b) Make a resume and submit it to the HR (executive) of a company for your placement as Engineer in an I.T. company. Invent details for your letter along with the resume.
- 4 (a) According to Aldous Huxley what is the way a scientist communicates to the masses as contrary of literary artist? Elucidate.
- (b) What is difference between abstract and summary in formal report / project. Explain briefly apropos the structure of report.
- 5 (a) What is the peculiar way of science in arousing aesthetic responses to its models among the common masses? Elucidate.



- (b) What is adjustment letter? Draft an adjustment as Sales Manager for damaged computer systems supplied by your firm based at Delhi to a firm at Hyderabad. Invent details.
- 6 (a) How is philosophy related with science as visualized by A.J. Bahm in his essay. Illustrate.
- (b) How is body language significant in communicating the message to the audience? Illustrate apropos features of kinesics.
- 7 (a) Write short notes on following:
- (i) Difference between research paper and scientific article.
 - (ii) D.O. letter and personal letter
 - (iii) Paralinguistic and its uses
 - (iv) Language as a tool of communication.
- (b) Write a speech addressed to the chairman of corporation for encouragement to young professionals in a software organization. Invent details.
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