

Roll No.

Total No. of Pages : 03

Total No. of Questions : 09

PGDCA (Sem.-1st)

COMMUNICATION AND SOFT SKILLS

Subject Code : PDCA-105 (2012 Batch)

Paper ID : [B0145]

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTION TO CANDIDATES :

1. SECTION-A is **COMPULSORY** consisting of **TEN** questions carrying **TWO** marks each.
2. SECTION-B contains **FIVE** questions carrying **FIVE** marks each and students has to attempt any **FOUR** questions.
3. SECTION-C contains **THREE** questions carrying **TEN** marks each and students has to attempt any **TWO** questions.

SECTION-A

1. Answer briefly :

- a. What is the importance of communication? (50-60 words)
- b. Write a brief note on Shannon and Weaver's model.
- c. Distinguish between verbal and nonverbal communication.
- d. List 5 qualities of a good paragraph.
- e. Write a note on use of mobile phones in the process of communication. (50-60 words)
- f. Explain the term intra-personal communication.
- g. Write a note on the role of Print Media in society.
- h. List the qualities of a good technical report. (50-60 words)
- i. Explain the term Yellow Journalism.
- j. What is a Soap Opera? Define.

SECTION-B

2. Write a paragraph (150 words) on anyone of the following :

- a. If You Were the Prime Minister of India.
- b. An imaginary Trip to the Moon.

3. Imagine that you went for an interview for the post of a computer assistant in a college. Give a brief resume of this interview.

4. Read the given passage and answer the questions that follow :

At the beginning of the nineteenth century, Stockholm was a quiet little city inhabited by well-to-do Swedish and Norwegian merchants, who controlled much of the trade between northern Europe and Russia. Behind the town, vast forests stretched far into the interior. Along the water front modern industry was beginning to take shape around shipyard engaged in constructing the naval frigates and four-masted vessels of the day.

Questions :

1. Who controlled most of the trade between northern Europe and Russia?
2. Where was the modern industry taking shape?
3. Match the words in Column 'A' with their meanings in Column 'B' :

A

B

(I) Inhabited

(I) disclosed

(II) Stretched

(II) occupied

(III) extended.

4. Fill in the blanks with suitable words from the passage:

(I) He was _____ to be married.

(II) She is an _____ decorator.

5. Give in simple English the meanings of **any two** of the following words:
- (I) to take shape
 - (II) frigate
 - (III) constructing.
5. What do you mean by Dissertation? How does it differ from a Thesis?
6. Write a brief note on Barriers to Communications.

SECTION-C

7. Write an explanatory note on 7 C's of communication.
8. Give some arguments for and against the **Dowry System** in India.
9. **Make a precis of the following passage and give it a suitable heading :**

Gandhiji's secularism meant something totally different from irreligion. He regarded all religions as true and could say with complete sincerity, 'My veneration for others faith is same as for my own.' Nehru's views cannot be identified with Gandhiji. He had little patience with religion in the communal manifestation or what he called 'organised religion'. He wrote in his Autobiography : 'The spectacle of what is called religion, or at any rate organized religion, in India and elsewhere, has filled me with horror, and I have frequently condemned it and wished to make a clean sweep of it. Almost always it seems to stand for blind belief and reaction, dogma and bigotry, superstition and exploitation by vested interests'.