

Code: 9FHS102

MCA I Semester Supplementary Examinations June/July 2018

ENGLISH LANGUAGE COMMUNICATION SKILLS

(For 2011 (LC), 2012, 2013, 2014, 2015 & 2016 admitted batches only)

Time: 3 hours

Max. Marks: 60

Answer any FIVE questions
All questions carry equal marks

- 1 (a) Write one word substitutes to the following:
 - (i) A list of things to be discussed at a meeting.
 - (ii) One who mends shoes?
 - (iii) The study of mountains.
 - (iv) A person who believes in fate.
- (b) Write antonyms to the following words:
 - (i) Modesty.
 - (ii) Scarcity.
 - (iii) Accomplice.
 - (iv) Verbose.
- (c) Write the meanings of the following idioms/phrasal verbs:
 - (i) Thanks to.
 - (ii) Shot in the arm.
 - (iii) All the go.
 - (iv) To be in the pickle.
- 2 Differentiate verbal and non-verbal communication.
- 3 What is written communication? Write its advantages and disadvantages.
- 4 Define presentation skills. Explain tips for making effective presentations.
- 5 What is an interview? What are the required key skills to succeed in an interview?
- 6 What are the features of good writing?
- 7 Assume yourself as a student of master of computer applications. Write a request letter to Tata consultancy services, for practical training.
- 8 You are the project head of an educational software company. Your team has developed online teaching materials in all subjects of engineering. Write a report in about 300 words about the materials your team has developed to submit to the general manager.
