

**Code No: R6-31006-MCA**

**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**

**MCA-I Semester Regular Examinations, February 2010**

**ENGLISH LANGUAGE COMMUNICATION SKILLS**

**Time: 3hours**

**Max.Marks:60**

**Answer any Five questions  
All questions carry equal marks**

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- 1.a) What is meant by Status-consciousness? How does it impede the smooth flow of communication?
- b) Give illustration to show why it is important to adapt the message to the needs of the receiver.
- 2.a) How would you define a report? Write about the salient features and important characteristics of a good formal technical report.
- b) Write a technical report on the need to construct reading rooms in your college library.
- 3.a) What, according to you, are the Dos and Don'ts in facing an interview panel?
- b) Before attending an interview for a job to be filled in either by promotion or by recruitment, you would normally prepare yourself for the interview. Give an elaborate account of how you would prepare for the interview and face it effectively.
- 4.a) What are the essentials of a good business letter? Write about the important features of a business letter with suitable illustrations.
- b) Air conditioners and Cool system Ltd., MG Road, Secunderabad intend pushing up their air conditioners which have passed the internationally accepted psychometric tests. As sales manager draft a suitable sales letter highlighting the features of greater efficiency, uniformity in cooling, minimum power consumption and expert after sales service.
- 5.a) Write briefly as to how your opinions, attitudes and beliefs influence your communication.
- b) Select an incident from your experience that illustrates how knowledge effects communication. Elucidate.
- 6.a) As the member Secretary of a reputed company draft the minutes of Board meeting at which the following items were taken up.
  - i) Approval to start two new branches.
  - ii) Approval to sanction Rs.2 lakhs for the purchase of office equipment for the new branches.
  - iii) Allotment of 500 equity shares to Mr. A.
  - iv) Appointment of Mr. X as the manager of a local branch.
- b) Draft
  - i) Notice
  - ii) Agenda and
  - iii) Orders of proceedings to item 'ii & iv' of the above Board meeting.

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- 7.a) 'Reading makes a full man, writing an exact man and conference a ready man'-  
Elucidate.
- b) It is believed that only a fast reader can cover most of the scientific and technical reading material being produced today. Identify the different reading methods and elaborate the fast reading skills.

8.A) Identify the correct order of parts of the following jumbled sentences and rewrite them in the proper order.

i) Systematic arrangement of \ under specific heading\

A	B
Classification is the   persons or things in groups or	
C	D

ii) Teaching computing on the lines | theoretical approach to the subject |

A	B
Of the traditional   it is of little use	
C	D

iii) Fantasy | fiction is as old | science | as human |

A	B	C	D
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iv) Fiction produced has | since then | been on the increase | the volume of science|

A	B	C	D
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v) Micro phones correspond | the robot's radar and | and ears | to human eyes |

A	B	C	D
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B) Identify and change the voice of these sentences.

1. People are destroying the rain-forests very rapidly.
2. The plant was studied by the scientist.
3. We will send this report to the Ministry of Transport.
4. We have found that sunlight can cause cancer in rats.
5. The president admitted that he had made mistakes.

C) Rewrite the sentence using the correct homophone from the given options.

1. The police arrived to find a ( scene/seen) pf horrifying destruction.
2. All of our customers will be contacted by ( mail/male)
3. Chess is played on a similar (board/bored) to draughts.
4. She gave him a long (stair/stare) but didn't answer his question.
5. the barbecue was ruined by a downpour of ( rain/reign/ rein)
6. He's a plumber ( buy / by / bye ) trade.
7. there will be new ( curbs / kerbs ) on drink-driving from next week.
8. He had an accident while he was driving a ( higher/heir) car.
9. It'll be (some/sum) time before we go back to that awful place.
10. The latest opinion ( pole/poll) gives the Democrats a clear lead.

D) Write one word substitute for the following sentences:

- i) The practice or condition of being married to only one person at a time.
- ii) Something which is entirely beyond belief.
- iii) One who is habitually inclined to take chiefly the gloomy side of things into consideration.
- iv) One who can use both hands with equal facility.
- v) A speech made without any previous preparation.