

**MCA (Revised) / BCA (Revised)**

**Term-End Examination**

01213

**December, 2018**

**MCS-015 : COMMUNICATION SKILLS**

*Time : 2 hours*

*Maximum Marks : 50*

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**Note : There are five questions. Answer all questions.**

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1. Read the passage given below and answer the questions that follow :

To meet and deal with life creatively, we need to be alert and thoughtful and think in a positive manner. We become what we imagine to be. No matter how insurmountable the task, with a positive attitude you can make a difference. Self-belief is quite the key ingredient in any success recipe. Mental richness can balance any situation. Positive thinking keeps tensions at bay and enables us to enjoy mental peace. Positive attitude will help in touching newer heights of professional success.

If we are intense in belief and in thought, we can stimulate immense personality forces into action. Inspiration and motivation must be

replenished daily by a new intake of motivational thinking. Maintain an enthusiastic spirit at all times and under all conditions. The positive thinker alters his attitude of mind, constantly sends out positive thoughts, together with vital mental images of hope, optimism and creativity leading to self-improvement, growth and accomplishment. He does not react emotionally when in difficulty – being aware that only when the mind is cool, rational solutions are possible. A man who is self-reliant, positive, optimistic, and undertakes his work with the assurance of success magnetises his condition. He draws to himself the creative powers of the universe. Do the best, the very best you possibly can do. A chief duty of any of us is to endure what life brings. What cannot be avoided has to be endured.

- (a) Give a suitable title to the passage. 2
- (b) Mention two rewards of positive thinking. 2
- (c) When a positive thinker is in difficulty, why does he refrain from reacting emotionally? 2
- (d) Explain the statement 'Self-belief is quite the key ingredient in any success recipe.' 2
- (e) Pick out words from the passage which have the same meaning as the following : 2
  - (i) that which cannot be overcome
  - (ii) bear

2. Fill in the blanks in the following sentences by choosing the suitable phrasal verbs given below. There is one extra phrasal verb. (Make changes in the form of verb where necessary.) 5×1=5

play down, run down, put out, turn down, drop in, drop out

- (a) Shiela tried to \_\_\_\_\_ her son's faults.
- (b) Aryan wanted to marry Sanya but she \_\_\_\_\_ the proposal.
- (c) Anil has \_\_\_\_\_ of the cricket eleven.
- (d) Some of my old friends \_\_\_\_\_ for a cup of tea.
- (e) One should always \_\_\_\_\_ the lights before going out of the room.
3. Write down some of the points of a group discussion among three participants, on the issue of *the menace of stray dogs*. 10

4. In response to an advertisement in 'The Hindustan Times', write an application for the job of a Finance Controller in a leading multinational company. Also attach your Curriculum Vitae (CV). 5+10

**5. As a Marketing/Sales Executive of an automobile company you have been asked to investigate the reason why there has been a drastic fall in the sale of cars. Write a report in about 250 words. 10**

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