

MCA (Revised) / BCA (Revised)

Term-End Examination

December, 2022

MCS-015 : COMMUNICATION SKILLS

Time : 2 hours

Maximum Marks : 50

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

1. Read the following passage and answer the questions given below it :

The singlemost important guideline to keep in mind when tackling learning problems is this : do not let your learning difficulties get in the way of being a successful human being. The problem with the term 'learning disabled' is that the learner might over identify with it and begin to see himself/herself as a handicapped individual. This can have a devastating effect upon one's self-worth. See yourself as an intact and whole human being before anything else. Then regard your learning difficulties simply as something that makes you an even richer and more unique human being.

Many successful individuals with learning problems have discovered that they can bypass their difficulties and find alternative ways of getting the job done. The famed inventor and industrialist Henry Ford had difficulty reading and remembering facts. He built a multi-million dollar empire by overcoming these difficulties in a different way. He surrounded himself with people who could answer any question he desired to ask, concerning the business to which he was devoting most of his effort. As he himself said, "Why should I clutter up my mind with general knowledge for the purpose of being able to answer questions, when I have men around me who can supply any knowledge I require?"

Questions :

- (a) Give a suitable title to the passage. 2
- (b) What is the best remedy to tackle learning problems ? 2
- (c) What is the most worrying aspect of the term 'learning disabled' ? 2
- (d) How can 'learning problems' be overcome successfully ? 2
- (e) Find synonyms of the word 'harmful' from the passage. 2

2. Rewrite as directed :

5×1=5

(a) The gardener is watering the plants.
(Rewrite in the passive voice)

(b) One _____ (must, ought to) respect traffic rules.
(Choose the appropriate word/phrase from the options given in the brackets)

(c) He woke up in the morning with _____ bad throat.
(Fill in the blank with an article, if necessary)

(d) She has got training in classical music. Her voice is also suitable for that.
(Combine the two sentences into one compound sentence)

(e) Roshni _____ (make) a Chinese dish for the party. She _____ (make) something special every time her friends come to see her.
(Fill in the correct form of verbs given in the brackets)

3. Write an application in response to an advertisement in the newspaper, The Tribune, for the position of Bank Manager. Also attach your Curriculum Vitae (CV).

10+5=15

4. Discuss the role and qualities of a good negotiator. 10
5. A private limited company is keen to buy 100 computers and 50 printers. Write a conversation between the Sales head of WIPRO and the manager of the private limited company regarding the availability of computers and printers, software specifications, price and discount, after-sale discounts, etc. 10
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