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**MCS-214**

**MASTER IN COMPUTER  
APPLICATION (MCA) (NEW)**

**Term-End Examination**

**December, 2021**

**MCS-214 : PROFESSIONAL SKILLS AND ETHICS**

*Time : 2 Hours*

*Maximum Marks : 50*

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**Note :** *Answer all questions.*

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

Once you've mastered reading the cues and emotions of other people, you're ready to read an entire room. It may sound daunting, but it's what you've already learned about social awareness—just on a larger scale.

Essentially, there are two ways to pick up the mood of an entire room. First, you can rely

solely on your gut instincts. Emotions are contagious, meaning they spread from one or two people until there's a palpable and collective mood that you will feel at some level. For example, imagine walking into a room of 125 entrepreneurs who are networking and sharing their ideas. It's pretty likely that there would be excitement and positive energy there, and it wouldn't take long to become aware of it. You'd hear their voice levels and tones, and see the focused and interested posture and body language. Now imagine walking into a room of 125 people waiting to be chosen for jury duty. The room is quiet; people are trying to distract themselves with reading material, music, and anything else to pass the time. Even though it's our civic duty to attend, hardly anyone wants to be there. The two moods are like night and day. Here's how you can catch the mood of the room. When you enter the room, scan it and notice

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whether you feel and see energy or quiet, subdued calm. Take notice of how people are arranging themselves—alone or in groups. Are they talking and moving their hands ? Are some more animated than others ? What is your gut telling you about them ?

Another way to read the mood of the room is to bring along a more experienced guide, much like you would on an African safari. Your guide should be a socially aware expert willing to show you the ropes when it comes to tapping into your instincts and picking up the room's mood. Shadow your guide and listen to what he feels and sees. Ask what he senses and what clues gave the mood away. Eventually, you should be in one to take the lead.

*Questions :*

(a) Answer the following questions :

- (i) What do you think the author means by 'the mood of the room' ? 2

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(ii) Discuss the two ways to "pick up the mood of the room." Give examples. 2+2

(iii) What does the author suggest that we should do to 'catch' the mood of the room ? 2

(iv) Give a title to the passage and give reasons for it. 2

(b) Find words/phrases from the passage which mean the same as the following : 6

(i) signs/prompts (para 1)

(ii) intimidating/frightening (para 1)

(iii) transmittable (para 2)

(iv) business person (para 2)

(v) instinctive feeling (para 3)

(vi) evaluate the room (para 4)

(c) Make sentences of your own with the following words/phrases from the passage :

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(i) emotions

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- (ii) networking
- (iii) distract
- (iv) hone your ability

2. Write short notes on any *two* of the following :

5 each

- (i) The qualities of a star performer
- (ii) Building self-confidence
- (iii) What constitutes plagiarism ?
- (iv) Leading an ethical life both personally and professionally.

3. (i) Fill in the blanks with a/an, the or no article :

$\frac{1}{2}$  each

The larger ..... meeting, the more difficult it becomes to reach at ..... decision. .... ideal size of ..... meeting depends on ..... purpose of ..... meeting. If ..... meeting has been called to take ..... decision on

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any matter, it is advisable to call just ..... few individuals for it. All ..... meetings have something in common.

(ii) Rewrite the sentences below beginning with the words given below : 5

(a) The crop has been destroyed due to heavy rainfall.

Heavy rainfall .....

(b) We will hold the meeting on the 10th of this month.

The meeting .....

(c) The house is being sold.

They .....

(d) You are requested to maintain silence.

Please .....

(e) The college has organised an inter-college debate competition.

An inter-college .....

4. Write a letter to a friend about your new job in an IT company. Talk about : 10

- The work you do
- The satisfaction you derive from it
- Your supportive and friendly colleagues

You may use about **150** words.