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MCS-015

M. C. A. (REVISED)/B. C. A. (REVISED)

Term-End Examination

June, 2023

MCS-015 : COMMUNICATION SKILLS

Time : 2 Hours

Maximum Marks : 50

Note : *Answer all questions.*

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

Today's youth wants name, fame and affluence without putting in the required efforts. They run after jobs and aspire high salaries. They are not very keen to start small businesses of their own. They may argue that it requires money. But banks are ready to fund their projects. The other argument can be that it requires practical knowledge. But one can work part-time or as an intern to some firm in order to gain practical knowledge. Government also

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provides training to the upcoming entrepreneurs willing to start their own business. One's own business can be a grocery shop, a coaching centre, a computer institute or so on. The success of the venture very much depends on the entrepreneur's ability, hard work, dedication and grit. So, one should not wait for an ideal job, but think of starting one's own business. One has to climb the steps slowly and steadily to reach the apex. It may help them to lead a stable and normal life and acquire a good career.

Questions :

- (a) According to the author, what troubles the understanding of today's youth ? 2
- (b) What are the *two* important factors for running one's own business ? 2
- (c) What determines the success of an entrepreneur ? 2
- (d) What is the piece of advice given by the author to today's youth ? 2
- (e) Suggest a suitable title to the passage. 2

2. Do as directed : 5×1=5
- (a) I will clean the entire house every Saturday. (Rewrite in passive voice)
- (b) I run faster when I was younger.
(Use appropriate modal)
- (c) The student was hard-working. The student won the first prize in the final examinations.
(Combine the two sentences)
- (d) All the tickets of football match have been (sold away, sold out)
- (e) When she fell ill, her son her.
(looked after, looked before)
3. Write a note in approximately **150** words on the format of taking down the minutes of a meeting. Underline the do's and don'ts in making the minutes most communicative. 10
4. You have seen the advertisement for the position of systems analyst with a multinational company in a national newspaper. Prepare a suitable CV/Resume to apply against that. 10

5. You have been asked by the Principal/In-charge to write a report based on the survey of the views of staff and students regarding the physical and technological upgradation of the institution. Prepare the report. 15