

MAULANA AZAD NATIONAL URDU UNIVERSITY

Master of Computer Application (M.C.A)

I SEMESTER EXAMINATION (December 2017)

Paper : (MMCA101HST) English Language Communications Skills

Time: 3 hours

Max. Marks 70 marks

Note : This question paper consists of three parts : Part – A, Part-B and Part-C. Number of words to answers each question is only indicative. Attempt all parts.

Part–A contains 10 compulsory questions of multiple choice/ fill in the blank/very short answer type question. Answer all questions. Each question carries 1 mark. (10x1=10-marks)

Part-B contains 08 questions of which students are supposed to answer 05 questions. Answer each question in approximately 200 words. Each question carries 06 marks. (5x6=30 marks)

Part-C contains 05 questions of which students are supposed to answer 03 questions. Answer each question in approximately 500 words. Each question carries 10 marks. (3x10=30 marks)

Part-A

Question : 1:

- (i) 'Reading for pleasure' is an example of
a) Intensive Reading b) Extensive Reading
c) Passive Reading d) Exciting Reading
- (ii) is the method of uttering the words.
a) Pronunciation b) Phonology c) Pragmatics d) Phonemics
- (iii) /p/ is a voiceless consonant sound.
a) Bilabial b) Labio-dental c) Alveolar d) Velar
- (iv) How many monophthongs are there in English language
a) 14 b) 16 c) 12 d) 22
- (v) How many stops/plosives are there in English language?
a) 6 b) 7 c) 8 d) 9
- (vi) Searching for office phone number in a dairy is an example of
a) Skimming b) Scanning c) Skipping d) None of these
- (vii) The Act of willing to listen is called listening.
a) Intensive b) Extensive c) Passive d) All of the above
- (viii) According to British English, 26 letters represent sounds.
a) 24 b) 34 c) 44 d) 54

- (ix) /m/ is a voiced consonant sound.
a) Affricate b) Nasal c) Fricative d) Lateral
- (x) Group of people sit together and discuss on given topic is called
a) Debate b) Group Discussion c) Gang Discussion d) None of these

Part-B

- 2) Write a note on the differences between CV and Resume.
- 3) Write a short note on *hearing* and *listening*.
- 4) State and explain Consonant Sounds of English language.
- 5) Briefly comment on the importance of non-verbal communication in oral presentation.
- 6) Explain the importance of non-verbal communication in Group Discussion.
- 7) Write a brief note on *debate*.
- 8) Write a paragraph on advantages of *Smart Phone*.
- 9) Discuss different techniques of Reading with relevant examples.

Part-C

- 10) Write an essay on '*Oral Presentation Skills*'.
- 11) Explain Dos and Don'ts in Group Discussion.
- 12) "Communication skills are an essential job requirement" substantiate your answer.
- 13) Comment on the different types of listening with suitable examples.
- 14) Write an essay on the importance of Reading Skills in learning English language.
