

Maulana Azad National Urdu University

Master of Computer Application

I Semester Examination November/December - 2015

CS115 : English Language & Communication Skills

Total Marks : 70

Time : 3 hours

Part -A (Short Answer)

1. Write short notes on any TWO of the following

5 x 2 =10

- a) Hearing vs. Listening
b) Interpersonal Skills
c) Time Management
d) Negotiation Skills

PART-B (Essays)

Note: Answer ALL the following questions

15 x 4 =60

2. a) Provide measures of barriers to Listening.

(OR)

b) What are the steps involved in oral presentation? And give some suggestions for effective presentation.

3. a) What are the advantages and disadvantages of silent reading and loud reading?

(OR)

b) Analyse the difference between written and oral communication. Do you agree that communication skills are an essential job requirement? Substantiate.

4. a) What are different barriers to effective communication? Explain how to overcome such barriers to effective communication.

(OR)

b) It is essential in preparing for any formal interview that the preparation is done at an early stage and the objects (s) of the examination is clearly identified. Elucidate on this statement.

5. a) What are the strategies to be adopted in Group Discussion? Discuss.

(OR)

b) How do you write a technical report? Discuss the different steps involved in it?