

MAULANA AZAD NATIONAL URDU UNIVERSITY

Master of Computer Applications

III SEMESTER EXAMINATION (December 2018)

Paper : (MMCA101HST) English Language Communication 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 answer 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 required 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 required to answer 03 questions. Answer each question in approximately 500 words. Each question carries 10 marks. (3x10=30 marks)

Part-A

Question : 1:

- i. Punctuate the following sentence: 'where did you go on sunday'
- ii. The meaning of 'pseudonym' is:
  - a) Pen name or nick name
  - b) Father's name
  - b) A woman writer's name
  - d) All the above
- iii. Amir went \_\_\_ school \_\_\_\_\_ a bag full \_\_\_ apples. (for/to/with/of)
- iv. Which of these word-pairs have the same meaning?
  - a) Compete and Examine
  - b) Energetic and Rigorous
  - b) Weary and Tired
  - d) Awesome and Awful
- v. Paralanguage means communication which includes body language, voice modulation, tone and other such non-verbal communication. FALSE/TRUE
- vi. An interview in which one is asked difficult questions is called:
  - a) Technical interview
  - b) Stress interview
  - b) Conversational interview
  - d) None of the above
- vii. What does 'multilingual' mean?
- viii. Good leadership skills include:
  - a) Being a team player and a problem solver
  - b) Being in front and leaving others behind
  - c) Making sure one's individual interests are taken care of
  - d) Making one's dreams come true
- ix. Next week we \_\_\_\_\_ back home and \_\_\_\_\_ our families. (to go; to meet)

- x. What does etiquette mean?
- |                                    |                        |
|------------------------------------|------------------------|
| a) Inappropriate behaviour         | b) Being silent        |
| b) Polite and acceptable behaviour | d) Smiling at everyone |

### Part-B

2. Write an email to your friend who lives in Delhi and tell her/him about Hyderabad.
3. Write a letter to the HR manager in JBM asking them about the status of your job application.
4. Write an email complaint to Indian Railways about the repeated delay of the train to your town which leaves from Secunderabad station.
5. What are the main features of a Group Discussion?
6. On what criteria can we assess speaking skills?
7. Make sentences with **any six** of the following words: *diminish; crucial; incomprehensible; adequate; disastrous; elaborate; innumerable; beneficial*
8. Write a report about any lecture or debate you heard or witnessed recently.
9. In an interview if you are asked to 'speak about yourself', what would you say?

### Part-C

10. Write an essay about your childhood and explain how it has shaped you as a person.
11. What is the role of the English language in today's world?
12. What are communication skills? What kind of communication skills would an IT professional find useful?
13. How can higher education be made more accessible to women in India? Express your views in an essay.
14. Write an essay on the pros and cons of using mobile phones.

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