

People's Education Society's
Dr.Ambedkar College of Commerce & Economics, Wadala, Mumbai – 400 031
F.Y.B.Sc. (IT) First Semester Examination October 2015
Sub: Professional Skills & Development

Date: 20/10/2015

Marks: 75

Time: 8.00 am to 10.30 am

N.B.: All questions are compulsory.

- Q.1 A) Attempt any 2 questions each question 05 marks. (05)**
Correct the following sentences :
1. I Shall now take your leave.
 2. He was dying in 1878.
 3. Our sir entered the class-room.
 4. The Macro polo was the first traveler.
 5. I went to see him, but he was not home.
- B) What are the principles of effective communication? (05)
- C) How does knowledge & attitude affect communication? (05)
- D) Write importance of effective communication. (05)
- Q.2 Attempt any 2 questions each question 05 marks. (05)**
- A) Explain the process of encoding & decoding. (05)
- B) Write the opposites of (05)
1) listener 2) mundane 3) optimist 4) obscure 5) sender
- C) State & explain the barriers. (05)
- D) Write distinguish between "Verbal & Non-verbal" communication. (05)
- Q.3 Attempt any 2 questions each question 05 marks. (05)**
- A) Explain different steps in preparing the brochure. (05)
- B) Write a job application letter for an I.T engineer who is replying to an Advertisement for a Software Programmer. (05)
- C) Write the minutes of Annual General Meeting of the Ajanta Electronics ltd. Pune. (05)
- D) Mr. Abhijit has written on letter to SBI Bank asking a loan of Rs. 10 Lakhs. Write a letter refusing the loan. (05)
- Q.4 Attempt any 2 questions each question 05 marks. (05)**
- A) What are the techniques of Effective Writing? (05)
- B) Write a Report on tree plantation program organized by your college. (05)
- C) As a class representative submit a detail report to your HOD regarding the absence of certain students in theory and practical classes. Suggest preventive measures. (05)
- D) Write the instruction to purchase products by using mastro debit card. (05)

P.T.O.

Q.5 Attempt any 2 questions each question 05 marks.

- A) What is listening? Describe various types with examples. (05)
- B) Explain the concept of 'Debate' in detail. (05)
- C) Why is it necessary for the businessman to listen carefully & attentively? (05)
- D) How can a person develop reading skills? (05)

Q.6 Attempt any 2 questions each question 05 marks.

- A) Write five proof reading symbols & give their meaning. (05)
- B) Why must we use punctuation in written communication? (05)
- C) Write the full form of abbreviations: (any 5) (05)
1) E.M.I 2)H.D.T.V 3)C.N.G 4)A.A.S.U 5)W.H.O 6)V.A.T
- D) Choose the Correct Spelling (05)
1) a) Gesturas b) Gestures
2) a) Conceive b) Concieve
3) a) Harrass b) Harass
4) a) Sincerly b) Sincerely
5) a)Rhythm b) Rythm

Q.7 Attempt any 3 (15)

- 1) Write note on : (05)
1. Downward communication 2. Notice
- 2) What are the advantages of written communication? (05)
- 3) Explain the importance of eye contact in communication. (05)
- 4) What is the difference between statutory & non statutory report. (05)
- 5) Explain - "Scanning ", "Editing the draft". (05)
- 6) Write the use of following words : (05)
1) Also 2) Because of this 3) However 4) Besides that 5) Then
