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Total No. of Pages : 03

Total No. of Questions : 09

**PGDCA (2014 & Onwards) (Sem.-1)**  
**COMMUNICATION AND SOFT SKILLS**

Subject Code : PDCA-105

Paper ID : [B0145]

Time : 3 Hrs.

Max. Marks : 60

**INSTRUCTION TO CANDIDATES :**

1. **SECTION-A** is **COMPULSORY** consisting of **TEN** questions carrying **TWO** marks each.
2. **SECTION-B** contains **FIVE** questions carrying **FIVE** marks each and students have to attempt any **FOUR** questions.
3. **SECTION-C** contains **THREE** questions carrying **TEN** marks each and students have to attempt any **TWO** questions.

**SECTION-A****I. Write short notes on :**

- a. Why do we need Communicative competence? (50-60 words).
- b. Write a brief note on Shannon and Weaver's model.
- c. Distinguish between verbal and nonverbal communication.
- d. List 5-qualities of a good paragraph.
- e. Write a note on use and utility of mobile phones in the process of communication.  
(50-60 words)
- f. Explain the term inter-personal communication.
- g. Write a note on the role of Print Media in society.
- h. What are the essential qualities of a technical report? (50-60 words)
- i. Explain the term *Typographical Errors*.
- j. Define the term Global Village. (50 words)

## SECTION-B

**2. Write a paragraph (150 words) on anyone of the following :**

- a. If You Were the Principal of Your College.
- b. An Imaginary Flight in a Space Ship.

**3. Imagine that you went for an interview for the post of a computer Technician in a college. Give a brief resume of this interview.**

**4. Read the given passage and answer the questions that follow :**

The boy's schooling, which started in Stockholm, was continued in St. Petersburg and finished in America, where he was sent to study mechanical engineering. His aptitude for chemistry and mechanics was soon apparent, and before long people were talking of him as the young inventor of a new type of gasometer, and a novel device for measuring a volume of water. Meanwhile, those military considerations which had led the Russians to call upon the services of Alfred's father were no longer valid. The revolutions which had tormented Europe for many years the downfall of Napoleon had run their course, and It was decided to stop making mines at St. Petersburg and close down the establishment. The Nobels had no choice but to return to Sweden and resume work in their own country.

**Questions :**

1. Where did the boy's schooling start?
2. Why had the Nobels to return to Sweden?
3. Match the words in Column 'A' with their meanings in Column 'B' :

**A**

**B**

- |                |                                                       |
|----------------|-------------------------------------------------------|
| (i) Aptitude   | (I) clearly seen                                      |
| (ii) Resume    | (II) natural quickness in learning or doing something |
| (iii) Apparent | (iii) start again.                                    |

**4. Fill in the blanks with suitable words from the passage :**

- (i) The Third battle of Panipat brought the \_\_\_\_\_ of Marathas.
- (ii) There are many coal \_\_\_\_\_ in Bihar.

5. Give in simple English the meanings of **any two** of the following words :
- (i) Device
  - (ii) Novel
  - (iii) Torment.
5. Distinguish between a Dissertation and a Thesis. (100 words)
6. Write a brief note on the utility of Communicative Competence.

### SECTION-C

7. Explain 7 C's of communication in about 250 words.
8. Give some arguments for and against the Reservation System in India.
9. **Make a précis of the following passage and give it a suitable heading :**

True happiness always spring from within. It is a subjective quality, independent of one's material circumstances. A contented mind is an essential condition of happiness. It does not mean that a man should always, have no aspiration in life; but wild cravings of the heart should always be subdued. Contentment stands for an uncomplaining acceptance of whatever happens in life. One should, of course, do one's best to improve one's circumstances and position but one should be prepared for defeat or failure. Contentment should be supplemented with a readiness for self sacrifice. A good act, a noble deed, a gesture of goodwill towards others, goes a long way in bringing happiness. Selfishness and ill-will towards others are hostile to happiness. The maximum amount of true happiness will always result from a pursuit that is not tainted by selfishness.