

**MCA (Revised) / BCA (Revised)**

**Term-End Examination**

**December, 2022**

**MCS-015 : COMMUNICATION SKILLS**

*Time : 2 hours*

*Maximum Marks : 50*

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**Note :** *There are five questions. Answer all questions.*

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1. Read the following passage and answer the questions given below it :

The singlemost important guideline to keep in mind when tackling learning problems is this : do not let your learning difficulties get in the way of being a successful human being. The problem with the term 'learning disabled' is that the learner might over identify with it and begin to see himself/herself as a handicapped individual. This can have a devastating effect upon one's self-worth. See yourself as an intact and whole human being before anything else. Then regard your learning difficulties simply as something that makes you an even richer and more unique human being.

2. Rewrite as directed :

$5 \times 1 = 5$

(a) The gardener is watering the plants.

(Rewrite in the passive voice)

(b) One \_\_\_\_\_ (must, ought to) respect traffic rules.

(Choose the appropriate word/phrase from the options given in the brackets)

(c) He woke up in the morning with \_\_\_\_\_ bad throat.

(Fill in the blank with an article, if necessary)

(d) She has got training in classical music. Her voice is also suitable for that.

(Combine the two sentences into one compound sentence)

(e) Roshni \_\_\_\_\_ (make) a Chinese dish for the party. She \_\_\_\_\_ (make) something special every time her friends come to see her.

(Fill in the correct form of verbs given in the brackets)

3. Write an application in response to an advertisement in the newspaper, The Tribune, for the position of Bank Manager. Also attach your Curriculum Vitae (CV).

$10 + 5 = 15$

4. Discuss the role and qualities of a good negotiator. 10
5. A private limited company is keen to buy 100 computers and 50 printers. Write a conversation between the Sales head of WIPRO and the manager of the private limited company regarding the availability of computers and printers, software specifications, price and discount, after-sale discounts etc. 10

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