

Code No: 861AE

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**MCA I Semester Examinations, October / November - 2020****PROFESSIONAL COMMUNICATION SKILLS****Time: 2 Hours****Max.Marks:75**

Answer any five questions
All questions carry equal marks

1. Read the passage and answer the following questions.

"I Have a Dream" is a public speech delivered by American civil rights activist Martin Luther King Jr. during the March on Washington for Jobs and Freedom on August 28, 1963, in which he calls for an end to racism in the United States and called for civil and economic rights. Delivered to over 250,000 civil rights supporters from the steps of the Lincoln Memorial in Washington, D.C., the speech was a defining moment of the civil rights movement.

Beginning with a reference to the Emancipation Proclamation, which freed millions of slaves in 1863, King observes that: "one hundred years later, the Negro still is not free". Towards the end of the speech, King departed from his prepared text for a partly improvised peroration on the theme "I have a dream", prompted by Mahalia Jackson's cry: "Tell them about the dream, Martin!" In this part of the speech, which most excited the listeners and has now become its most famous, King described his dreams of freedom and equality arising from a land of slavery and hatred. Jon Meacham writes that, "With a single phrase, Martin Luther King Jr. joined Jefferson and Lincoln in the ranks of men who've shaped modern America". The speech was ranked the top American speeches of the 20th century in a 1999 poll of scholars of public address.

- a) What issues does Martin Luther King's speech address?
 - b) What pushes King to speak: "I have a dream"?
 - c) From the last paragraph, give one word for "to leave"
 - d) What is the name of Martin Luther King's famed speech?
 - e) In front of whom does King speak? [15]
- 2.a) Why should a subject agree with verb in a sentence? Explain with examples.
- b) As a Ward member of your residential society, write an **email** to the Municipal Commissioner of local station Mr. Prabhu Raj Kumar, informing him about irregular water supply in your society.
- c) What are the Do's and Don'ts of report writing? [5+6+4]
- 3.a) Write a brief note on informal communication.
- b) What is the difference between intrapersonal and interpersonal communication?
- c) Write an informal situational dialogue between you and your father who came to receive you at the airport after your convocation. [5+5+5]

- 4.a) What is the importance of intensive reading? Give examples.
b) What is the most important study skill?
c) **Rewrite as directed:** [4+3+8]

I. Write the **antonyms** of: i) sacred ii) rustic

II. Write the **synonyms** of: i) valor ii) zest

Fill in the blanks with suitable articles and prepositions.

III. The open jar _____ honey was covered with _____ netted sieve.

IV. Varun kept _____ pen _____ the table.

- 5.a) How do you identify the different types of sentences based on meaning?
b) A pair of **words commonly confused** are given below. Choose the correct response to complete each of the sentences.

I. You _____ me of my mother.

i) remind ii) remember

II. This is one of the side _____ of medication.

i) effects ii) affects

III. I have the _____ to visit Dubai next year.

i) possibility ii) opportunity

- c) Correct the **misspelt words** in the given sentences and rewrite them. [9+3+3]

i) We looked for a hotel to accomdate the extra guests.

ii) A span of one thousand years is called a millenium.

iii) He didn't want to suprise her by asking her too many questions.

- 6.a) What questions are asked on a job application? Give atleast six examples.

- b) **Change the following sentences into passive voice.**

i) We will notify all successful applicants by post.

ii) Salesmen from all the regions attended the meeting.

iii) They have never promoted him.

- c) Write the components of a resume in detail. [6+3+6]

- 7.a) Explain the different types of letters.

- b) Write an **apology letter** to an orphanage, expressing sorry for the delay in sending books to them due to the staff strike in courier offices.

- c) Assume that you are Karthikeya, the Purchase Manager of Vigneshwara Engineering Company, Pearl City, Hyderabad. Your company sent an order for 10 HP scanners (Model: ScanJet 3200C) to National Systems Limited, Electronic City, Hosur, Bengaluru – 560001 on 23 September, 2020, but you received only 8 scanners. Write a letter to Parikshit Menon, the GM (Sales and Marketing) of National Systems Limited making a **complaint** and asking him to send the remaining 2 scanners. [3+6+6]

- 8.a) Write the meaning and frame sentences with the **phrases** given below:

i) take after ii) point out iii) cheer up

- b) Draft a report in a **letter format** to the insurance company regarding an accident in the shop floor of your building. [3+12]

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