

FYBSC CS/SEM I/ATKT/Introduction to Communication Skills in English I

Time: 1 hr.

Marks:30

- Note:
1. All questions are compulsory.
 2. Draw neat diagrams wherever necessary.
 3. Figures to the right indicate full marks.

Q.1 Write short notes on the following. (Any TWO)

[10]

- (a) The Seven Cs of Effective Communication.
- (b) Types of Non-Verbal communication.
- (c) Verbal Communication.
- (d) Features of Effective Written Communication.

Q.2 (a) Read the extract and complete the activities given below:

Literature is the art of written works that includes various forms such as novels, poems, plays, and essays. It serves as a means for individuals to express thoughts, emotions, and experiences, often reflecting society and human nature. Literature allows readers to explore different perspectives, cultures, and time periods, enriching their understanding of the world. It can entertain, educate, and inspire readers by presenting stories and ideas that challenge their views or broaden their knowledge.

One of the key roles of literature is to promote empathy. Through detailed character development and rich storytelling, literature enables readers to experience life through someone else's eyes. This helps them understand emotions, conflicts, and experiences that may differ from their own.

Studying literature also develops critical thinking skills. Readers analyze themes, plot structure, and literary devices to uncover deeper meanings behind the text. It sharpens their ability to interpret information and think creatively. Moreover, literature is often a reflection of society's values, norms, and conflicts, making it an important tool for understanding historical and contemporary issues.

Overall, literature is a powerful tool for personal growth, intellectual development, and gaining a deeper appreciation for the diversity of human experience.

- i) What is Literature? [01]
- ii) What forms does literature include? [01]
- iii) How does literature enrich understanding? [01]
- iv) What role does literature play in promoting empathy? [01]
- v) What skills are developed through the study of literature? [01]
- vi) Why is literature an important tool for understanding society? [01]

(b) Grammar Questions :

- i) Add a Question Tag in the following sentence: "You don't like coffee". [01]
- ii) Change the following sentence from Passive to Active: "The book was written by Jane." [01]
- iii) Frame an Interrogative sentence: " you have been there for a long time." [01]
- iv) Identity the Misplaced modifier in the sentence and rewrite: "I only ate Pizza for dinner." [01]

- (a) A leading multi-national company requires Management Trainees for its newly opened branch at Mumbai. The candidate should be a post-graduate with a minimum of 2 years work experience and should have excellent communication skills. Apply with Biodata to P.O. Box No. 7123, The Times of India, Mumbai - 400051.
- (b) You wish to pursue your graduation/diploma at a reputed university in any of the streams of your own choice, either arts, commerce, science, management, medicine, agriculture, engineering, law or any other degree you have in your mind. You have fixed your career goals and also have similar background to achieve your dreams. Write a 'Statement of Purpose' as a part of your application process to get admission at a university of your choice.

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