



**NAVRACHANA  
UNIVERSITY**

a UGC recognized University

**School:** School of Engineering and Technology  
**Program/s:** BCA/B.Sc. (DS)  
**Year:** 1 **Semester:** 2  
**Examination:** End-Semester Examination  
**Examination year:** May - 2023

**Course Code:** COM205 **Course Name:** Communication-II  
**Date:** 15/05/2023  
**Time:** 2:00 pm to 4:00 pm

**Total Marks:** 40  
**Total Pages:** 02

**Instructions:** Write each answer on a new page.

Q. No.	Details	Marks	COs	BTL
Q.1	<p><b>Select and write the correct answer from the given options:</b></p> <p>1. Following is a characteristic of Technical Communication.  A. Graphics      B. Jargon  C. Oral &amp; Written D. All of the above</p> <p>2. Full form of APA is  A. American Psychological Association      B. American Philosophical Association  C. Australian Psychological Association      D. Australian Philosophical Association</p> <p>3. In order to have an effective presentation, following three things must be in control of the presenter:  A. Audience, content, power-point      B. Audience, stage, self  C. Content, self, audience      D. Content, self, voice</p> <p>4. In the formal letter of interest, the second section should include:  A. Conclusive remarks      B. Details on skills and specialties  C. Salutation      D. Self-introduction</p> <p>5. In _____ minutes, every single word spoken is recorded.  A. Action      B. Summary  C. Verbatim      D. All of the above</p> <p>6. A short account of your experience, qualification, and achievements is called _____.  A. Bio-data      B. Cover-letter  C. Curriculum Vitae      D. Resume</p> <p>7. "Dear Mr. Smith:" – If the salutation is written like this, it means the letter is _____.  A. Informal      B. in Modified Block Layout  C. in Block Layout      D. Serious</p> <p>8. Before the interview, we must research the company based on  A. Internet and catalogue      B. Advertisements</p>	8	CO1 CO2 CO3 CO4 CO5 CO6	BT2 BT3

	C. Rival companies      D. None of the above			
<b>Q.2</b>	<b>Define the following terms with appropriate examples: (any three)</b>  1. Cover letter, 2. Agenda of meeting, 3. Functional resume, 4. Categorical presentation	<b>9</b>	CO1 CO2 CO3 CO4 CO5	BT2 BT3 BT4
<b>Q.3</b>	<b>Read the following Paragraph carefully and answer the given questions:</b>  Any systematic investigation towards increasing the sum of knowledge can be termed as research. Sometimes one may undertake research work that is replica of some previous study in order to test the reported findings or the relevance of such findings under different circumstances. At other times, one may undertake research to make decisions regarding a new development or to refine or qualify the findings of earlier studies. Research may also be based on a meticulous search of material in journal books, or other publications, or carefully designed experiments. However, every piece of research must make an original contribution to existing data and knowledge, irrespective of the method of enquiry.  1. What is research? 2. What should be the purpose of the research? 3. What are the various possible researches undertaken as discussed in the paragraph? 4. Provide the suitable title for the paragraph. 5. Provide the antonyms of the following words from the paragraph: 5a. Non-existent, 5b. Next	<b>5</b>	CO1 CO2	BT2 BT3 BT4
<b>Q.4</b>	What are the major differences between Block Layout and Modified Block Layout? Explain with examples.  <b>OR</b> <b>Write Short notes:</b> 1. Plagiarism 2. Objectives of Presentation	<b>8</b>	CO1 CO3 CO4 CO5	BT2 BT3
<b>Q.5</b>	Write a letter of interest to the director of FactFinder.Org, Pennsylvania, USA, Dr. Fredrick Chomsky showing your interest to work with him as an intern. Invent the necessary details and follow Block Layout.  <b>OR</b> The executive council of the Students' Union of Navrachana University held its second meeting at the Block-B, Fifth Floor, Room No. 507, on 25 May, 2023 to discuss the planning of an Interuniversity Cultural Event at the university. As the program representative, prepare the agenda (maximum five points) highlighting the issues and items of consideration. Follow the block-layout.	<b>5</b>	CO1 CO3 CO4 CO5 CO6	BT2 BT3 BT4
<b>Q.6</b>	<b>Do as directed:</b> 1. judgmental words such as i believe and i disagree should be avoided (rewrite with correct capitalization and punctuation) 2. Harischandra was _____ honest man. (a, an, the)	<b>5</b>	CO4 CO5	BT2 BT3

BT2  
BT3  
T4

- |  |   |  |  |  |
|--|---|--|--|--|
|  | 3. I _____ sorry for him. (feeled, felt, felled)<br>4. An interesting argument was presented by him. (Change the voice)<br>5. Why are you yelling at _____? (I, me, my) |  |  |  |
|--|---|--|--|--|

\*\*\*\*\*End of Question Paper\*\*\*\*\*