

**OCT\_NOV\_2024 WINTER EXAMINATION****B.Sc. Computer Science (Entire) NEP 2.0****Sub. Name: English for Communication - III****Sub. Code: 96198****Day and Date: DECEMBER ,02-12-2024****Total Marks: 40****Time: 10:30 AM To 12:00 PM**

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

**Q1) Choose the correct alternative and rewrite the sentence.****[8]**

- Communication is.....way process.
  - A. one
  - B. two
  - C. three
  - D. four
- Grievance letter is also known as.....letter.
  - A. Adjustment
  - B. Inquiry
  - C. Complaint
  - D. Application
- Faulty telephone is an example of .....barrier.
  - A. Physical
  - B. Mechanical
  - C. Psychological
  - D. Language
- The sender has design the message is called as.....
  - A. decoding
  - B. encoding
  - C. feedback
  - D. response
- A business letter is a.....written document
  - A. formal
  - B. informal
  - C. verbal
  - D. non verbal
- .....is a type of listening

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- A. biased
- B. scanning
- C. loud
- D. rapid

vii. Thinking is.....skill.

- A. soft
- B. hard
- C. external
- D. none of these

viii. ....is grapevine communication.

- A. formal
- B. informal
- C. verbal
- D. non verbal

Q2) Answer the following question

[8]

- a. Define communication and explain the types of communication.  
OR
- b. Explain seven C s of communication.

Q3) Attempt any one of the following

[8]

- a. Define active listening and explain process of active listening.  
OR
- b. Explain the Art of public speaking on your favorite subject.

Q4) Attempt any one of the following.

[8]

- a. Explain the types of reading .  
OR
- b. Why reading is important and Explain methods of reading.

Q5) Attempt any one of the following.

[8]

- a. Draft a letter to place order of electronic products . Imagine the necessary details.  
OR
- b. You had ordered some products from Lead computers, but some are received in damaged conditions. write claim / complaint letter.

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