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Total Number of Pages:3

MBA
MGT-107

1st SEMESTER MBA SPECIAL EXAMINATION, 2015

English Communication Skills

Time: 3 Hours

Max marks: 70

Q.CODE-T853

Answer Question No.1 which is compulsory and any five from the rest.

The figures in the right hand margin indicate marks.

Q1 Answer the following questions: (2 x 10)

- a) The grapevine cannot be completely eliminated from organizations. Explain.
- b) What is the difference between a filter and a barrier? Explain with an example.
- c) List any two barriers that lead to miscommunication in an organization .
- d) What is active listening?
- e) Which IPA symbols would be used to represent the sounds that are heard at the beginning of the words given below?

Sugar,youth,thin,rich

- f) Transcribe the following words and show syllabic structure.

Clap, Late

- g) What is intonation?
- h) Write two sentences using the following phrasal verbs:

Take off, Turn off

- i) Punctuate the following choosing appropriate punctuation marks at appropriate places.

His attitude to say the least was really horrible.

Milton the great Puritan poet went blind at the age of forty-four.

- j) Fill in the blanks in the sentences below using appropriate question tags.

He is good, -----?

They did the work,-----?

- Q2 There are certain characteristics of professional communication, an understanding of which would provide the professionals with a proper perspective on effectiveness in communication – elucidate. (10)
- Q3 ‘Whether an organization is small or large, it is communication that binds the organization together.’ Discuss in detail the formal flow of communication in an organization in the light of the above statement. (10)
- Q4 The use of language often reflects different kinds of bias existing in the minds of people, which are not acceptable in a modern society where most people have become aware of their rights. Substantiate the idea with appropriate examples. (10)
- Q5 Write short notes on: (10)
- a) Differences between ‘effective’ and ‘ineffective’ listeners
 - b) Types of listening
- Q6 Expand the idea contained in any one of the following in about 150 words. (10)
- i) Global Warming
 - ii) Saving the environment
- Q7 a) (5)
- Fill in the blanks in the sentences below using appropriate forms of the verbs given in brackets.
- i. We had finally (do) our part of the work.
 - ii. He should not have (go) to the conference on Friday.
 - iii. We scheduled the teleconference early on Monday because we (go) to another meeting.
 - iv. Jones gave the answer, and we (surprise) to hear it.
 - v. John wishes he (be) in charge of the new department.
- b) Correct the errors. (5)
- a) One of the pupils in our class own a laptop.
 - b) Ten grams are the smallest quantity they sell.
 - c) Some people dislike travelling by sea, as it make them sea sick.
 - d) There is no trees in this village.
 - e) Ill news travel fast.

Q8 Make a précis of the following passage in about 150 words and suggest a suitable title. (10)

The play of names has almost a touch of fable here-Nirakar, the formless one, regenerating the primal form of a forest that had passed into the mist. For the last 20 years Nirakar Mallick, a small farmer in Orissa's KendraPara district, has been greening a coastal landscape that had of late been experiencing more of brown. Droughts, as they are wont be, are cruel in these parts. At other times, it's excess water that's the bane. Nirakar's latest sally-the rebirthing of a forest on a two hectare stretch circling the river Brahmani near his village- came after the green patch was denuded in the 1999 super cyclone.

The tidal waves that had swamped Orissa's coasts had led to heavy soil erosion, rendering these villages for ever venerable to floods. But now thanks to Nirakar, over five thousand trees of sundry varieties cover the area. This has not only helped restore the local ecosystem but also provided a potential source of income to the community. People, however, were skeptical in the beginning. They were losing out on grazing ground for cattle. Some were also suspicious of Nirakar's motive, fearing he was out to grab government land. But once the trees began shooting up and the entire village looked rejuvenated, everybody was won over. Nirakar, for one, never made any bid to corner the fruits of his labour.

So now there are fruit bearing trees in the forest-jackfruit, mango, guava, coconut-as well as timber rich ones like teak, casuarinas, eucalyptus. Not all of the seven thousand seedlings he'd planted, and looked after as if they were his own offspring, survived the elements. That didn't deter him, and Nirakar proudly says that as long as he is alive, no one from the area would ever harm a tree.

Over the years, Nirakar has spent a small fortune out of his own hard earned savings in greening mission. As a driver in Orissa Lift Irrigation Corporation (OLIC), he'd get about Rs 3000 a month. From this, he would put aside Rs 500 for planting trees. For the last two years he has not been receiving his salary from the defunct OLIC. He manages to make both ends meet by working his share of the one acre farmland inherited from his father.

Born in 1962 in a poor Harijan family in Aliha village, Nirakar inherited a feel for the soil and a green thumb of his father. A good student, he has to quit the studies after class 9th to take up a job. He joined the OLIC in 1982 and got married the same year. Today he is father of three sons and a daughter.

Though officially a driver, Nirakar is a jack of all trades, doubling up as mechanic, fitter, electrician and operator at Aliha's lift irrigation project. For the area's small farmers who depend on the waters supplied through lift irrigation, he is nothing short of a hero.

Traditionally, the Harijans of Aliha never planted coconuts. The Brahmins had told them that if they dared to plant the forbidden fruit, there would be death in the community. Nirakar broke this "divine" taboo. He got about agricultural farm and distributed it among his people. Today almost every courtyard IN Aliha village has half a dozen fruit bearing coconut trees and no one died.

Nirakar's wife is an enthusiastic partner in his green ventures. His children also help