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Total Number of Pages:3

MBA
15 MNG-107

1st SEMESTER MBA REGULAR/BACK EXAMINATION, 2015-16

English Communication Skills

Time: 3 Hours

Max marks: 100

Q.CODE-T852

Answer Part-A which is compulsory and any four from Part-B.

The figures in the right hand margin indicate marks.

Q1 Fill up the gaps: (1 x 20)

- a) The 'skull and cross bones' sign carries the meaning _____.
- b) A situation where so many different messages are received that the receiver is unable to cope with the information is called _____.
- c) Communication which takes place between 'peers' who are at the same level in an organization is described as _____ communication.
- d) Bias-free word for 'manpower' is _____.
- e) Fat chance he has of getting the prize!
The style used by the speaker is _____.
- f) The process of recovering meaning from a message with the help of a code is called _____.
- g) The word 'education' contains _____ syllables.
- h) Vacation is what I need most.
The underlined part is _____ clause.
- i) _____ tiger is an endangered animal.
(Add the missing article.)
- j) Put the verb in the bracket in the passive form, in an appropriate tense.
A major new deposit of oil _____ (discover) in the Godavari basin.
- k) My son lives _____ United States.
(Add the missing preposition.)

- l) Fill in the blanks in the sentence below using appropriate question tag.

He is good, -----?

- m) Fill in the blank using appropriate form of the verb.

My mother _____ (buy) vegetables from the Reliance Fresh store.

- n) _____ is to get 'over-all' meaning of the text.
- o) _____ involves searching a text for specific information.
- p) The instructions were to develop a policy and staff should be informed.
In this sentence the error is that of _____.
- q) Bias-free word for 'clerk' is _____.
- r) IPA symbol _____ would be used to represent the sound that is heard at the beginning of the word-**Sympathy**.
- s) IPA symbol _____ would be used to represent the sound that is heard at the end of the word-**Hope**.
- t) Put the correct form of the verb in the following sentence.
(Call off)
The strike is over. The workers have _____ it _____.

Q2

Answer the following questions:

(2x10)

- a) Differentiate between skimming and scanning.
- b) What qualities of speech do you miss in the written communication?
- c) List any two barriers that lead to miscommunication in an organization .
- d) What is intonation?
- e) Divide each word into syllables, using dots to show syllable boundaries.
Business, reliable
- f) Write the following words in phonemic script, using IPA symbols and mark the stressed syllables.
camera, better
- g) What is active listening? How is listening different from hearing?
- h) Write two sentences using the following phrasal verbs:

Get off, get on with

- i) How do verbs of State differ from events verbs?
- j) What are the differences between efficient and slow readers?

Part-B(Answer any four questions)

- 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. (15)
- Q4 Define non-verbal communication. Briefly describe the different forms of non-verbal communication with suitable examples. (15)
- Q5 Write short notes on: (15)
i) Time and tense are not the same.
ii) Concord
- Q6 How is listening important for a professional? Discuss the important techniques for improving listening skills. (15)
- Q7 Expand the idea contained in the following : (15)
i) Terrorism: A global menace
ii) Global Warming: A threat to our planet
- Q8 Contrastive stress has been shown in bold in the following utterances. Mention the intended meaning of the speaker in each utterance. (15)
- i. **Put** the blue bag on the table in the corner.
ii. Put the blue **vase** on the table in the corner.

iii. Put the blue vase on the **table** in the corner.

iv. Put the blue vase on the table in the **corner**.
- Q9 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 (15)