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Code No. : 32011

**VASAVI COLLEGE OF ENGINEERING (Autonomous), HYDERABAD**  
**M.C.A. (CBCS) II-Semester New Examinations, June-2018**

**Communicative English-II**

Time: 3 hours

Max. Marks: 60

*Note: Answer ALL questions in Part-A and any FIVE from Part-B*

**Part-A (10 × 2 = 20 Marks)**

1. a) A business report from the branch manager of a company to the managing director of the company is an example of \_\_\_\_\_ communication.  
b) The main objectives of \_\_\_\_\_ communication are developing teamwork, and group coordination within an organisation.
2. a) The \_\_\_\_\_ is a psychological tool that helps people better understand their relationship with themselves and others.  
b) Involvement of few participants with close physical proximity to each other, use of many sensory channels and immediate feedback are the features of \_\_\_\_\_ communication.
3. a) \_\_\_\_\_ reading involves the discovery, analysis and interpretation of the text.  
b) Summary skills are important to understand a reading text. **True / False**
4. a) Define "unity" and "coherence" that makes a paragraph meaningful.  
b) Before starting to read a text in detail, reading quickly, without pausing to study the details is called \_\_\_\_\_
5. a) Give an example of complimentary close in formal letter writing. \_\_\_\_\_  
b) An \_\_\_\_\_ gives us the essence of the report. It is relevant in specialist to specialist communication where the reader would be expected to have some background knowledge of the subject.
6. a) \_\_\_\_\_ is an alphabetical list of the sources like books, magazines etc.  
b) The "title" page of a report states
  - i) Title of the report
  - ii) Name and designation of the reporter
  - iii) Name and designation of the receiver
  - iv) Blank \_\_\_\_\_
7. a) Mom had to hit the \_\_\_\_\_ (break/brake) so we wouldn't run the red light.  
b) They \_\_\_\_\_ (through/threw) rice at the bride and groom.
8. a) This sauce is \_\_\_\_\_ (lump).  
b) Commodity prices can be a useful \_\_\_\_\_ (indicate) of inflation, if claimed.
9. a) The candidate's ability to plan, organize, motivate and lead the colleagues to achieve the organizational goal is tested through his \_\_\_\_\_ skills.  
b) \_\_\_\_\_ questions are asked to confirm the statements given by the candidate.
10. a) The candidate's goals and aspirations are reflected in his/her \_\_\_\_\_ objective.  
b) \_\_\_\_\_ skills refer to the candidate's skills in listening, speaking, reading and writing.

**Part-B (5 × 8 = 40 Marks)**

11. a) Mention the channels of communication using any graphic organizer like flow chart, blocks etc. [4]  
 b) Create your own Johari Window applying the four quadrants and mention the possible traits in each quadrants. [4]
12. a) Write a short note on strategies of improving one's own reading skills. [3]  
 b) Answer the following questions from **i** to **iv** after reading the passage given below. [5]

The worst days of any summer are the rainy ones. We spend all year looking forward to nice weather and long, hot days. All winter, with its dreary gray days and bitter cold, we dream of those endless days at the beach, lying on the sand and soaking in the bright and burning sun. And then, summer comes, and it rains.

As a child, I would wake up to rainy summer days and come close to crying. It wasn't fair. We suffered through months of school and miserable weather for those scant ten weeks of freedom and balmy weather. Any day that I could not spend at the beach or playing ball with my friends seemed like a punishment for something I didn't even do.

On those rainy summer days, I had nothing fun to do and could only sit inside, staring out at the rain like a Dickensian orphan. I was an only child, so there was no one else to play with. My father worked from home, so I was not truly alone, but he could not actively play with me since he was technically at work. It was those days that I would resign myself to whatever was on television or any books that I could find lying around. I'd crawl through the day and pray each night that the rain would not be there the next day. As an adult, though, my opinion of summer rain has changed. When you have to work every day, summer is not as eagerly anticipated. Mostly, the days run together, bleeding into each other so that they no longer seem like separate entities and instead feel like continuations of the same long day.

Everything seems monotonous and dull, and an ennui or listlessness kicks in. Such a mindset makes you cheer for anything new or different. I spend the winter dreaming of summer and the summer dreaming of winter. When summer comes, I complain about how hot it is. And then I look forward to the rain, because the rain brings with it a cold front, which offers a reprieve—admittedly one that is all too short—from the torture of 100° and humid days. Rainy days are still the worst days of the summer, but summer rain today means positively beautiful—and considerably cooler—weather tomorrow.

- i) The passage makes use of language that is ( )  
 (1) metaphorical (2) rhetorical (3) formal (4) ambiguous
- ii) According to the passage, summer is different for adults because ( )  
 (1) rain brings with it cold temperatures for the following days  
 (2) the weather is much warmer than it is for children  
 (3) they do not get a long time off from work for the season  
 (4) they better know how to occupy their downtime
- iii) According to the passage, which of the following is a true statement about the narrator as a child? ( )  
 (1) He or she was often bored on summer days. (2) He or she preferred cooler weather.  
 (3) He or she liked staying indoors. (4) He or she had no siblings.
- iv) Compared to how he or she was as a child, the narrator as an adult is ( )  
 (1) more realistic (2) less excitable (3) more idealistic (4) less calm
- v) As used in the final paragraph, the word *reprieve* most nearly means ( )  
 (1) a permanent conclusion (2) a short continuation  
 (3) a higher level of pain (4) a temporary break

13. a) What does a formal letter consist of? Explain its parts. [4]  
b) Write a letter of complaint to the Bank Manager for incorrectly debiting the amount for service charges twice from your account. [4]
14. a) What is the meaning of the prefixes – in, un and of the suffixes – ion, ous. Bring out the meaning of each in sentences. [4]  
b) Take any four phrasal verbs of your choice, explain their meaning and use them in sentences. [4]
15. a) What are the do's and don'ts of telephone etiquette? [4]  
b) Explain different stages of an interview. [4]
16. a) Do you agree that communication is an activity or process of expressing ideas and feelings or of giving people information? Explain communication with reference to an example of formal and informal contexts. [4]  
b) How is intensive reading different from extensive reading? Discuss the advantages of reading in relation to developing other language skills. [4]
17. Answer any *two* of the following:  
a) Write down your own resume. [4]  
b) What are the parts of a technical report? Discuss them briefly. [4]  
c) What are the different answering strategies to answer questions in an interview? [4]