



Progressive Education Society's
Modern College of Arts, Science & Commerce Ganeshkhind, Pune – 16
End Semester Examination: Jan. 2023
Faculty: Science and Technology

Program: B.Voc.

Semester: I

SET: C

Program (Specific): Food Processing and Technology

Course Type: CC

Class: FY

Max. Marks: 50

Name of the Course: Communication Skills and Personality Development

Course Code: FPT03

Time: 3 hours

Paper: I

Instructions to the candidate:

- 1) There are 4 sections in the question paper. Write each section on a separate page.*
- 2) All Sections are compulsory.*
- 3) Figures to the right indicate full marks.*
- 4) Draw a well labelled diagram wherever necessary.*

SECTION A

Q1) Multiple choice questions

6 marks

Q1) A. Fill in the blanks using the correct options given in the brackets.

I. I live in an apartment. ... apartment is new.

- a) a b) an c) the d) no article

II. The first term exams begin ... Monday.

- a) in b) at c) on d) of

III. Verbs show

- a) degree b) names c) action d) voice

IV. He usually ... home late.

- a) come b) coming c) comes d) are coming

V. 'Who was the first Prime Minister of India?' is ... sentence

- a) an interrogative b) a declarative c) an assertive d) an exclamatory

VI. Did you ... to the market yesterday? a) went b) go c) goes d) going

Q1) B. State whether the statements are true or false.

6 marks

I. An interview is a face-to-face interaction.

- II. There are four types of communication.
- III. Presentation is a process of conveying ideas from a speaker to an audience.
- IV. An informal letter does not need any format.
- V. Interview is a one-to-one conversation.
- VI. A Group Discussion is a discussion on a specific topic in a group.

SECTION B

Q2) A. Answer in one sentence

6 marks

- 1. Define communication.
- 2. Explain Skimming.
- 3. Intonation
- 4. Notice
- 5. Types of letters
- 6. Note making

Q2) B. Answer the following in short (Any 4)

12 marks

- 1. Write four tips for effective communication.
- 2. What is the difference between Verbal and Non-Verbal Communication?
- 3. Write four sentences in Simple Present Tense using different subjects.
- 4. What do you mean by Group Discussion?
- 5. Write notes on Listening and Note Taking.
- 6. What are the contents in Presentation Skills.

SECTION: C

Q2) C. Answer the following questions in 30-40 words (Any 2)

10 marks

- 1. What are the contents in Personality Development Skills?
- 2. Define Teamwork and Stress Management.
- 3. Explain some interview techniques.
- 4. How are audio visual aids used in presentations?

SECTION: D

Q3) Answer the following (Any 2)

10 marks

1. Write an application letter for a job in a company.
2. Write a conversation asking your way to a good vegetarian hotel in a new place.
3. Write a letter congratulating your friend on his/her success in the IAS examination.
4. Write an essay on any of the following topics. 1. Use of technology 2. After-effects of Covid-19.