

No. of Printed Pages : 8

MCS-015

M. C. A. (REVISED)/B. C. A. (REVISED)

Term-End Examination

December, 2024

MCS-015 : COMMUNICATION SKILLS

Time : 2 Hours

Maximum Marks : 50

Note : *Answer all questions. There are total of*
five questions.

1. Read the following passage and answer the questions given below it :

The new year is a time of resolutions. Mentally, at least, most of us could compete formidable list of do's and don'ts. The same old favorites recur year in and year out with monotonous

regularity. We resolve to get up earlier each morning, eat less, find more time to play and exercise, do a thousand and one jobs about the house, be nice to people we don't like, drive carefully and so some social service.

Past experience has taught us that certain accomplishments are beyond attainment. If we remain deep-rooted, liars it is only because we have so often experienced the frustration that results from failure.

It is seen that most of us fail in our efforts at self-improvement because our schemes are too ambitious and we never have time to carry them out. We also make the fundamental error of announcing our resolution to everybody so that we look even more foolish when we slip

back into our bad old ways. Aware of these pitfalls. It is important that we keep our resolutions modest. I have contained myself to two of such ambitions : to do physical exercise every morning and to read more every evening. A party on the new year's eve provided me with an excuse for not carrying out these resolutions on the first day of the year, but on the second, I applied myself assiduously to the task.

The daily exercise lasted only eleven minutes and I propose to do them early in the morning before anyone had got up.

I managed to creep down into the living room for two days before anyone found me out. After jumping about the carpet and twisting the

human frame into uncomfortable positions, I sat down at the breakfast table in an exhausted condition.

It was this that betrayed one. The next day the whole family trooped into watch the performance. This was really upsetting but I fended off the taunts and jibes of the family humourously and soon everybody got used to the idea. However my enthusiasm waned, the time I spent at exercises gradually diminished. Little by little, the eleven minutes fell to zero. By 10th January, I was back to where I started from. I argued that if I spend less time exhausting myself at exercises, I would be able to spare more time for reading. Resisting the hypnotizing effect of television, I sat in my

room for a few evenings with eyes glued to a book. One night however feeling cold and lonely, I went downstairs and sat in front of television pretending to read.

That proved to be my undoing, for soon I got back to the old habit of dozing off in front of the screen. I still have not given up my resolution to do more reading, but I find it very challenging.

Questions :

- (a) Suggest a suitable title for the passage. 2
- (b) According to the author, what has past experience taught us about resolutions ? 2
- (c) Why is it a mistake to make a public declaration of the resolution ? 2

(d) What excuse did the writer make to avoid
physical exercise ? 2

(e) Find words from the passage which are
similar in meaning to : decrease, cheat. 2

2. Fill in the blanks choosing the most suitable
phrasal verbs from those given below (Make
changes in the verb if necessary) : 5×2=10

put on, left out, get on, stand up, take off

(a) Be sure to a life jacket before getting
into a boat.

(b) your shoes before you walk on the
carpet.

(c) when speaking in the class so that
everybody can notice.

(d) It is time to the plane as final announcement has been made.

(e) The kids the trash for pick-up.

3. Write the text of a group discussion among three participants on the issue of whether student unions/activities should be allowed in educational institutions. 10

4. In response to an advertisement in 'The Hindustan Times', write a job application along with your CV, for the job of a Manager, technical branch in a leading multinational company. 10

5. Imagine yourself in the role of a Manager in the administrative department of an IT company. A

system of flexible work schedule has been floated. Write a memo to the staff : 10

- Informing them about the flexible timings.
- Giving specific information that Tuesdays and Thursdays would be the flexi-days.
- All the staff members are expected to be in office from 1 p.m. to 3 p.m.
- Corona safe behaviour.

x x x x x x x