

MCA (Revised)
Term-End Examination
June, 2012

MCS-015 : COMMUNICATION SKILLS

Time : 2 hours

Maximum Marks : 50

Note : Answer all questions.

1. Read the following passage and answer the questions given after it.

Parkour is a new sport that has caught the fancy of quite a few people, young and old alike. Parkour means free running. It is a physical discipline of French origin. Those who participate in it are called traceurs. They combine 'sport' and 'art' to perform daring feats. The underlying principle is to get from Point A to Point B in the minimum possible time using whatever one has got. Jumping from rooftop to rooftop and sliding down railings are all a form of Parkour.

It is an extreme sport with a high risk of injuries. But the best thing is that it can be practised just about anywhere.

Anyone can do Parkour. But for those who are interested in martial arts, Parkour is a must since it builds up stamina and strengthens the body. It boosts self confidence too.

Those who practise Parkour largely depend upon the Internet or Videos of Parkour for their training. This is because the sport is not yet very popular in India and hence trainers are not too many.

- (a) What does Parkour mainly comprise ? 1
- (b) In what ways in Parkour an 'extreme' sport ? 2
- (c) Does Parkour require any equipment ? Why/why not ? 2
- (d) Which kind of people benefit most from Parkour ? Why ? 2
- (e) Parkour incorporates both sport and _____. (complete the sentence) 1
- (f) Where are instructors of Parkour to be found ? Why ? 2

2. Do as directed. 5x1=5

- (a) You'd like to know why the tenders have not been opened.
(make a 'wh' question)
- (b) Maria has to _____ (handle/cope) with all kinds of difficult situations in the office.
(Select appropriate word)

(c) Speak only if you have something sensible to say _____ keep quiet and listen to what others are saying.

(Use suitable connector)

(d) You *mustn't/may not/needn't* come to office tomorrow if you are unwell. I can manage.

(Select appropriate modal)

(e) We enclose a copy of rules and regulations with this letter.

(Rewrite in the passive voice)

3. Write a letter of acceptance to the appointment letter carrying the details given below. **10**

Company	-	Silverline Tours and Travels 30-B, Upsara Towers Bara Khamba Road New Delhi - 110001.
Dated	-	22 December 2011
Post	-	Executive, Marketing Division.
Starting Salary	-	Rs. 20,000/- per month
Joining date	-	1 January 2012
Signed by	-	GM, Silver line Tours and Travels

4. Write a letter of application along with your Curriculum Vitae (CV) for the job of Animator and Illustrator in response to the advertisement given below. 10

Position :	Animator and Illustrator
Skills and qualifications required :	* Graduate in Multimedia Animation from a UGC recognized institute
	* Knowledge of Adobe, Photoshop, Illustrator, Corel Draw, Flash, Web Weaver etc.
Experience :	At least 3 years in a multimedia and animation company.
Job Profile :	Animation and illustration Web designing.

5. Imagine that your Department Head has asked you to prepare a report on the modernisation of your seminar room. 15

Below are the notes you've made. Expand them into a report.

- Seepage to be checked
- Repainting of the walls
- Old windows to be replaced
- New furniture
- Split air-conditioner to be installed
- White Board and projection system.