

MANIPAL ACADEMY OF HIGHER EDUCATION
FIRST SEMESTER M.A. (FM) DEGREE EXAMINATION – NOVEMBER 2019
SUBJECT: MAFD 503 – PROFESSIONAL COMMUNICATION SKILLS
(2016 SCHEME)

Friday, November 15, 2019

Time: 14:00 – 17:00 Hrs.

Max. Marks : 50

✍ Answer Any FULL FIVE Questions.

1. Do as directed:

1A. Fill in the blanks with a suitable tag for the sentences given:

- i) But you don't really like sweets, _____?
- ii) He plays football on Sundays, _____

1B. i) Little thing has been done (correct the sentence)

- ii) Three months _____ too long a time to wait. (write appropriate verb that agrees with subject)

- iii) Choose the correct one word substitute for the phrase 'a person who speaks more'

a) Garrulous b) Metropolitan c) Sinecure d) Fastidious

1C. Given below is a set of instructions for changing a computer battery. Fill in the blanks with suitable verbs. You can make use of the verbs given in the bracket below. (Some verbs can be used more than once).

_____ the computer and all attached devices _____ the power cord and remove the cover. _____ the battery. If necessary, _____ any adaptors that impede access to the battery. _____ the old battery. _____ the new battery. _____ any adapters that were removed to gain access to the battery. _____ the cover, and _____ the power cord. _____ the computer and all attached devices. _____ use the Setup Utility program to set the date and any passwords.

(install, locate, remove, plug in, turn off, turn on, replace, unplug, use)

(2+3+5 = 10 marks)

2. Write notes on any four Cs of communication.

(10 marks)

3. Write a short note on the following:

3A. Different types of reports

3B. Abstract

(10 marks)

4. Write an essay on "Peer Pressure" in not more than 500 words.

(10 marks)

5A. Proof read and correct the following paragraph.

We would like to thank you for taking the time to allowing us to possible be your next home repair company. We are new to the area but service many other states like maharashtra and Karnataka. We want to assume you that we will do every we can to help restore and save your values possession afters a bad fire or fodd. We are franchise the world larges clearing company 'Service Master Clean'. We are all service professionals wit over 50 years of experience in the clearing and restoration business. Our goal is to make a crisis time as carefree and relaxing as we possibly can for you you and your loves ones. please take the time to read hour brochure and call our offices if we can be any assistance to your damage needs.

5B. Write a summary of the following paragraph in 250 words and give it a suitable title.

If I had the power to impose my will, I would get people to walk more. We walk only when we have to, hurrying between places where vehicles can't take us. I know people who take their cars when they are going to the shops just up the road. There are cities in America where you can't get anywhere if you don't have a car. Once, in Los Angeles, I was considered eccentric when I wanted to walk around in Beverly Hills. We know places differently when we walk in them. To travel with someone in their car, to be given a lift, is to be at the mercy of their ego; it is to be inside their ego. But to walk with someone, to converse with them while walking, is like breaking bread together. Walking conversations are somehow more profound than driving conversations. It is something about putting one foot in front of the other together, moving through space, linked in the rhythms of the body. It is mutual body-song, the unique way each person walks their soul's signature on the earth. I would have people walk to the next bus stop rather than stand there waiting. I would have people get lost walking just for the special pleasures of discovery. I would have people walk when they are depressed, walk when they are overwhelmed with problems, when they are anxious, when they are sad. I'd have them walk when they are happy, just so they can infect the world with their precious mood.

(5+5 = 10 marks)

6. Write a press release for a new website of the company.

(10 marks)

