

**Shree Manibhai Virani and Smt. Navalben Virani Science College (Autonomous)**

Affiliated to Saurashtra University, Rajkot

**SEMESTER END EXAMINATION NOVEMBER – 2016****B.Voc. Medical Laboratory and Molecular Diagnostics Technology****GMLMDT 1.5 – FUNCTIONAL ENGLISH AND COMMUNICATION SKILLS***Duration of Exam – 3 hrs**Semester – I**Max. Marks – 70***Q.1 Attempt the following questions. [20]**

- 1) Define the term 'Communication'.
- 2) Who is Sender?
- 3) What is Feedback?
- 4) How many types of communications are there?
- 5) Memo is \_\_\_\_\_ communication.
- 6) Presentation is \_\_\_\_\_ communication.
- 7) What is Non-verbal communication?
- 8) Mention any three forms of Written communication.
- 9) What is the distance in Personal Zone communication?
- 10) What is Oral Communication?
- 11) This is a woman. \_\_\_\_\_ are women.
- 12) My sister and I \_\_\_\_\_ good dancers. (am, is, are)
- 13) Every student \_\_\_\_\_ speak in English, it is a rule. (may, must, will)
- 14) One \_\_\_\_\_ wash vegetables before consuming. (should, would, will)
- 15) \_\_\_\_\_ god bless you! (will, must, may)
- 16) She brings new books for me. (Change in to Simple past tense)
- 17) You asked many questions in the class. (change into continuous past tense)
- 18) My birthday is \_\_\_\_\_ March. (in, on, at)
- 19) Share these fruits \_\_\_\_\_ all the kids. (between, among)
- 20) I have brought this gift for you. (change the voice)

**Q.2 Attempt the following. (Any Two) [20]**

- 1) Explain the process of communication in detail.
- 2) Give difference between oral and written communication.
- 3) Describe non-verbal communication in detail.
- 4) Explain the forms of Oral Communication.

**Q.3 Attempt the following. (Any Two) [10]**

- 1) Do's and Don'ts of Presentation skills.
- 2) Short Note : Body Language
- 3) Describe any THREE forms of written communication.
- 4) Explain Feedback in detail.

**Q.4 Attempt the following. (Any Two) [20]**

- 1) Write an inquiry letter for Dell Computers for your new office.
- 2) Write a letter to the Municipal Corporation regarding irregular cleaning in your area.
- 3) Write a report on the farewell function of your college.
- 4) Write an application letter for the post of Medical Representative to GSK pharmaceutical, Ahmedabad.

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