

MCA (Revised)
Term-End Examination
December, 2007

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 :

10

The word Abilympics has been coined from Abilities and Olympics. It is competitions in vocational skills for persons with disabilities. Abilympics is not sports but an activity which showcases the ability of the disabled. Such competitions promote the development of various vocational skills and inculcate self-confidence among persons with disabilities.

The Aims and Objectives of Abilympics are as under :

- To discover the talents of persons with disabilities.
- To promote international friendships through exchange of knowledge and programmes.

- To ensure involvement of governments and states in the affairs of citizens with disabilities.
- To stimulate the desires of persons with disabilities to participate in economic activities of the society.
- To exchange technology and skills to enhance quality of products.

These competitions, at international levels, are held every four years. Japan, the initiator of Abilympics held it for the first time in 1981. The Abilympics have helped to change the traditional view with regard to the skills, potential and abilities of persons with disabilities.

The fifth International Abilympics held in Prague, Czech Republic during August 2000, was where India for the first time sent an official Indian team based on all India competitive selection trials. Amar Jyoti, a member of the International Abilympic Federation, took the Indian delegation of 14 contestants, who won three Gold and three Bronze medals with a certificate and a few positions in the first ten. The biggest award was the unanimous approval of India's bid for hosting the 6th International Abilympics in Delhi in November 2003. For this signal honour bestowed on our country, the Government of India through the Ministry of Social Justice and Empowerment provided infrastructural support. The National Abilympic Association of India (NAAI) was formed with the approval and behest of the Government of India, to organize the event with Amar Jyoti Charitable Trust as coordinating agency.

- (i) Mention the two most basic aims of Abilympics. 2
- (ii) How are Abilympics different from the Olympics? 2
- (iii) How do you think Abilympics can help to change the mindset of people towards people with disabilities? 2
- (iv) What has been India's role or contribution to Abilympics? 2
- (v) Use the words 'showcase' and 'unanimous' in sentences of your own to bring out their specific meaning. 2

2. Fill in the blanks choosing the most suitable word/s from the choices given. 1×5=5

- (i) "I am sorry. Mr. Rajnikant is not in at the moment. He _____ a message for you though. (had left, has left)
- (ii) Let us _____ a consensus on the issue of allotment of computers to various departments. (create, build)
- (iii) You may speak if you have anything significant to report. _____ you may wait for our next meeting. (Otherwise, Therefore, Unless)
- (iv) You _____ carry your company Identity Card whenever you are on a field visit. (can, may, must)
- (v) "Don't worry. The new software _____ with a short two-day training. (can be mastered, must be mastered)

3. Write down the text of a group discussion between four participants on the need to make the office a paper-free office, thus largely depending on the computer and Internet/networking for correspondence, communication and documentation. (250 words) 10

4. You are P. Menon, MD, 'Kinetic Bikes Ltd'. Write a memo to all the Heads of Department (Design, Public Relations, Sales, Production, Finance) for a meeting to discuss the issue of reaching new targets in the year 2007 – 2008. The Heads need to come prepared with suggestions regarding higher visibility, new designs, efficient engines or aggressive marketing as per their field of work. 10

5. Write a letter of application together with your Curriculum Vitae (CV) for a job in response to the following advertisement : 10+5=15

Position : Call Centre Executive

Job description : Fund Raising operations for an established NGO

Requirement : Graduate in Humanities/Language, good communication skills and fluency in English, Hindi and Telugu