

**R.N.G.PATEL INSTITUTE OF TECHNOLOGY-RNGPIT**  
(An Autonomous Institute U/s UGC Act 1956)

**B.Voc. SEMESTER-II, SEMESTER END EXAMINATION – WINTER 2025**

**SUBJECT CODE: 1SH112**

**DATE: 12-01-2026**

**SUBJECT NAME: PROFESSIONAL COMMUNICATION**

**TIME: 11:00 AM to 01:00 PM**

**TOTAL MARKS: 50**

**Instructions**

1. It is **compulsory** for students to write **Enrolment No. /Seat No.** on the question paper.
2. Attempt all questions in the question paper.
3. The figures to the right of each question indicate full marks. Make suitable assumptions with proper justification wherever required.
4. Simple, non-programmable scientific calculators are permitted.
5. BL - Cognitive Level (As per Revised Bloom's Taxonomy) (R-Remember, U-Understanding, A –Application, N –Analyze, E – Evaluate, C -Create), CO - Course Outcomes.

	<b>Marks</b>	<b>BL</b>	<b>CO</b>
<b>Q.1 (a)</b> Fill in the blanks with suitable prepositions:	<b>05</b>	<b>R</b>	<b>1</b>
1. She is good ___ English.			
2. The book is ___ the table.			
3. He arrived ___ time for the meeting.			
4. We discussed the issue ___ detail.			
5. She is interested ___ learning new skills.			
<b>(b)</b> Rewrite the following sentences using the correct tense:	<b>05</b>	<b>R</b>	<b>1</b>
1. She (work) in this company for five years.			
2. They (complete) the task yesterday.			
3. He (prepare) for the interview now.			
4. We (attend) the meeting tomorrow.			
5. I (finish) my assignment already.			
<b>Q.2 (a)</b> Why is communication important in daily life?	<b>05</b>	<b>U</b>	<b>4</b>
<b>(b)</b> What is speaking skill?	<b>05</b>	<b>U</b>	<b>4</b>
<b>OR</b>			
<b>Q.2 (a)</b> Define communication. Explain any four elements of communication.	<b>05</b>	<b>U</b>	<b>4</b>
<b>(b)</b> Write any five barriers to effective communication.	<b>05</b>	<b>U</b>	<b>4</b>
<b>Q.3 (a)</b> Write a paragraph on the topic: My career goals	<b>05</b>	<b>A</b>	<b>2</b>
<b>(b)</b> Read the following passage carefully and write a précis of it in about one-third of its length. Give a suitable title to your précis.	<b>05</b>	<b>A</b>	<b>2</b>
Good communication is essential in everyday life as well as in the workplace. It helps people express their thoughts, ideas, and feelings clearly. Communication can be spoken, written, or expressed through body			

language. In professional life, effective communication helps employees understand instructions, complete tasks on time, and work well with others. It also helps in building good relationships and avoiding misunderstandings. Therefore, developing good communication skills is important for personal growth and career success.

**OR**

**Q.3 (a) Read the passage carefully and answer the questions given below: 05 A 2**

Communication plays an important role in our daily life. It helps people to share ideas, thoughts, and information with others. Communication can be verbal or non-verbal. Verbal communication uses words, while non-verbal communication includes body language, facial expressions, and gestures. Good communication skills are important in personal as well as professional life. In the workplace, effective communication helps employees understand their duties clearly and work as a team. It also reduces misunderstandings and improves relationships among people.

**Questions:**

1. Communication helps people to share ideas, thoughts, and \_\_\_\_\_.
2. Verbal communication uses \_\_\_\_\_.
3. Non-verbal communication includes body language and \_\_\_\_\_.
4. Effective communication helps employees work as a \_\_\_\_\_.
5. State True or False. Good communication skills reduce misunderstandings in the workplace.

**(b) Write a paragraph on College life. 05 A 2**

**Q.4 (a) Write a formal inquiry letter asking about details of a vocational training course. 05 A 3**

**(b) Write a reply to the inquiry letter. 05 A 3**

**OR**

**Q.4 (a) Write a memo informing employees about a staff meeting. 05 A 3**

**(b) Write a sales letter promoting a new product. 05 A 3**

**Q.5 (a) Write a covering letter for a job application. 05 A 3**

**(b) Write a short report on Tree plantation drive. 05 A 3**

**OR**

**Q.5 (a) Prepare a simple Curriculum Vitae (CV). 05 A 3**

**(b) Write a formal report on a cleanliness drive conducted in your college. 05 A 3**

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