

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

B.Voc. SEMESTER-I, SEMESTER END EXAMINATION – WINTER 2025

SUBJECT CODE: 1SH112

DATE: 22-12-2025

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.

	Marks	BL	CO
Q.1 (a) Fill in the blanks using suitable prepositions: 1. She is afraid ___ the dark. 2. The book is lying ___ the table. 3. They arrived ___ the airport on time. 4. He divided the cake ___ four parts. 5. The teacher is pleased ___ your performance.	05	U	1
(b) Convert the following sentences into the tense mentioned in the bracketS: 1. She goes to school every day. (Change to Past Continuous) 2. They will complete the work soon. (Change to Present Perfect) 3. He was reading a novel. (Change to Future Continuous) 4. I have finished my homework. (Change to Simple Past) 5. We are watching a movie. (Change to Simple Future)	05	U	1
Q.2 (a) Fill in the blanks with suitable modal auxiliaries: 1. You ___ obey the traffic rules. (may/must) 2. We ___ leave early to catch the train. (should/ shall) 3. Students ___ carry their ID cards. (must/may) 4. He ___ swim very fast when he was young. (can/could) 5. I ___ help you if you need it. (would/will)	05	U	1
(b) Write a précis of the following passage in about one-third of its length. Add a suitable title. Regular exercise plays an important role in maintaining physical and mental health. It keeps the body fit, reduces stress, and improves concentration. People who exercise regularly tend to have more energy and a positive attitude towards life. Whether it is walking, yoga, or sports, making time for physical activity helps us stay healthy and productive.	05	A	3

OR

Q.2	(a)	Identify whether the following sentences are active or passive voice:	05	U	1
		1. The homework was completed by the students.			
		2. The manager approved the budget.			
		3. The road is being repaired.			
		4. She has written a letter to her friend.			
		5. The meeting will be conducted tomorrow.			
	(b)	Read the passage carefully and answer the questions given below it.	05	A	3
		Digital marketing is one of the fastest-growing fields today. It involves promoting products and services through online platforms like social media, email, and websites. Companies use digital marketing to reach a larger audience and understand customer preferences. It also helps businesses track how many people view or click their advertisements. Unlike traditional marketing, digital marketing is more cost-effective and offers real-time feedback. Many vocational students choose this field because it provides flexible job opportunities and creative career options.			
		Questions:			
		1. Digital marketing promotes products through _____ platforms.			
		2. What helps businesses know how many people view their advertisements?			
		3. Digital marketing is more expensive than traditional marketing. (<i>True/False</i>)?			
		4. Why do many vocational students choose digital marketing?			
		5. Digital marketing gives _____ feedback.			
Q.3	(a)	Draft an email to the Head of Department requesting permission to organize a guest lecture on “Emerging Technologies.”	05	A	3
	(b)	List and explain any five professional email etiquettes that should be followed in workplace communication.	05	A	3
		OR			
Q.3	(a)	Write a report on your industrial visit to a nearby manufacturing unit.	05	A	3
	(b)	Write a notice announcing the upcoming Tech Fest 2025 at your institute.	05	A	3
Q.4	(a)	What is kinesics? Explain its importance in communication. Provide examples of how body language contributes to communication.	05	U	2
	(b)	Explain the various steps involved in the communication process.	05	U	2
		OR			
Q.4	(a)	Differentiate between verbal and non-verbal communication, and explain the overall importance of non-verbal cues in effective communication.	05	U	2
	(b)	What are paralinguistic features? Explain how elements like volume, pace, and pitch contribute to effective communication.	05	U	2

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| Q.5 | (a) Describe the qualities of a good speaker. | 05 | U | 4 |
| | (b) Write a conversation between a customer and a collage canteen staff in which the customer is ordering food.” Use at least five lines of dialogue showing politeness and clarity in communication. | 05 | A | 4 |
| OR | | | | |
| Q.5 | (a) Which points should be kept in mind in order to become an accomplished public speaker? | 05 | U | 4 |
| | (b) Exemplify a farewell speech. | 05 | A | 4 |
