

TILAK MAHARASHTRA VIDYAPEETH, PUNE
BACHELOR OF SCIENCE
(DATA SCIENCE) (787)/
(ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING) (788)
EXAMINATION: JANUARY - 2026

Sub: English Communication –I (78725-108, 78825-108)

Date :12/01/2026 **Total Marks : 60** **Time: 10.00 am To 12.30 pm**

Instructions:

1. Question No.1 is compulsory.
2. Attempt **any four** questions from Question No.5

- Q.1. Fill in The Blanks (05)**
1. Grapevine communication is the _____ and _____ channel of communication within an organization 1
 2. Tone, pitch, volume, and pace are examples of _____ features of speech 1
 3. Verbal communication can be _____ **or** _____ in form. 1
 4. Chronemics is the study of how _____ affects communication and behavior. 1
 5. A document used to summarize a person's professional background is called a _____ 1
- Q.2. True Or False (05)**
1. Commonsense theory is developed from an individual's personal experiences. 1
 2. Expanding an idea involves stating a central thought only briefly, with providing supporting details, explanations, or examples 1
 3. In a business letter, "Encl." means Enclosure 1
 4. For requests or complaints, use "Kind regards" or "Warm regards." 1
 5. Note-making helps in organizing important information and makes revision easier 1
- Q.3. Answer The following in short (10)**
1. What is communication 2
 2. Explain Ethnography 2
 3. Define Downward Communication 2
 4. List two advantages of note-making. 2
 5. Explain the two types of experiments 2
- Q.4. Answer The following in brief (15)**
1. What are the key differences between horizontal and vertical communication ? 3
 2. Explain Interpersonal Communication and Grapevine Communication with examples 3
 3. Write a short note on Report Writing. 3
 4. Write briefly about the three types of communication theories. 3
 5. Explain four research methods used in communication studies. 3
- Q.5. Answer Any FOUR of the following question (20)**
1. Write a memo to all B.Sc. students informing them about the Python Programming Workshop scheduled next week. 5

OR

You are the HR Manager of an Analytical Company. Write a memo to all employees informing them about a change in office timing from 9:00 AM – 5:00 PM to 8:30 AM – 4:30 PM, effective from next Monday.

2. Write an application to the Municipal Corporation complaining about irregular water supply in your area and suggesting possible solutions 5
3. Write a formal email to the college administration requesting detailed information about a newly introduced course and its eligibility 5
4. You are the manager of ABC Electronics. Write a business letter to a supplier asking for the delivery of 50 laptops by 10th January 2026 5
5. Expand an Idea on 5
 - a. Applications of AI in everyday life
 - OR
 - b. Digital addiction is the silent epidemic of our times

Q6. Read the Paragraph and Answer the Questions (05)

Time management is one of the most important skills for students to succeed academically and personally. Effective time management allows students to balance studies, extracurricular activities, hobbies, and personal life efficiently. By planning a daily or weekly schedule, students can allocate sufficient time for attending classes, completing assignments, and revising lessons. Prioritizing tasks helps in identifying urgent and important work, ensuring that deadlines are met without last-minute stress. Setting realistic goals for each day or week motivates students to stay focused and complete tasks systematically. Avoiding procrastination and minimizing distractions, such as excessive use of mobile phones, social media, or unnecessary gaming, greatly improves productivity. Regular short breaks during study sessions help refresh the mind and prevent fatigue, while proper sleep ensures better concentration, memory retention, and overall well-being. Maintaining a healthy routine, including exercise, balanced meals, and relaxation activities, supports both physical and mental health. Students who manage their time effectively can reduce stress, achieve academic goals, participate in extracurricular activities, develop self-discipline, and improve overall performance. Additionally, effective time management prepares students for future responsibilities in higher education and professional life, helping them develop organizational skills, punctuality, and a sense of accountability.

1. On the basis of your reading of the above passage make notes on it with summary 3
2. How does maintaining a healthy routine benefit students? 1
3. How can students avoid distractions to improve productivity? 1