

B.C.A. (Part-I) Semester-I Examination
COMMUNICATION SKILLS (NEW)
Paper—1ST6

Time : 2 : 30 Hours]

[Maximum Marks : 50

Note :— ALL questions are compulsory.

1. Attempt any **ONE** of the following in about **100** words : 5
 - (i) What did Steve learn, outside college ?
 - (ii) Why was Gandhi not comfortable in English Society ?
2. Attempt any **ONE** of the following in about **100** words : 5
 - (i) Describe how money has affected an individual as narrated in the poem 'Money Madness'.
 - (ii) What is the poem 'Our Strange Lingo' about ? Cite a few examples.
3. Do as directed : 10
 - (i) The police gave information. (Change the Voice)
 - (ii) We waited for an hour. (Past Continuous Tense)
 - (iii) I was _____ (walk) along the street when suddenly I heard somebody's footsteps.
(Use correct form of the verb)
 - (iv) Father said, "John has given up his job". (Change into Reported speech)
 - (v) It is a beautiful place. (Add a question tag)
 - (vi) A little girl sat _____ the tree. (Write appropriate preposition)
 - (vii) He spoke English very well. (Simple Present Tense)
 - (viii) This house is very nice. Does it have _____ garden ? (Write appropriate article)
 - (ix) Give synonym — Adversity
 - (x) Give Antonym — Pardon

4. Attempt any **TWO** of the following : 10
 - (i) Wanted a manager with two years' experience in a 3-star hotel. Must have managerial and administrative skills. Write an application for this post to the Managing Director, Hotel Ashok, Delhi-08.
 - (ii) Draft a curriculum vitae for the post of a trainee journalist with a technical background, for the leading newspaper 'The People's Paper'.
 - (iii) Prepare an advertisement for the launch of a new smart phone.
 - (iv) A leading newspaper has invited reader's feedback on the article published on 'Child Labor' on 14-9-2016. Write your feedback to the editor.
5. Attempt any **TWO** of the following : 10
 - (i) You wish to book tickets at the railway station. Write the dialogue exchanged between you and the inquiry clerk.
 - (ii) You want to buy a smart phone. Write the dialogue exchanged between you and the salesman discussing the features of the phone.
 - (iii) Write a report about 'Annual College Gathering'.
 - (iv) Prepare a report about celebration of 'Youth Day' in your college.
6. Attempt any **ONE** of the following : 5
 - (i) Define and explain the process of communication.
 - (ii) Elaborate the use of non-verbal communication.
7. Express your views on any **ONE** of the following : 5
 - (i) Charity begins at home.
 - (ii) Sound mind in a sound body.
 - (iii) To err is human, to forgive divine.