

B.C.A. (Part-I) Semester-I Examination
COMMUNICATION SKILLS (OLD) (UPTO SUMMER-2018)
Paper—1ST6

Time : Three Hours]

[Maximum Marks : 50

Note :— (1) **ALL** questions are compulsory.

(2) All questions carry equal marks.

1. (A) Fill in the blanks with appropriate article or preposition : 2
- (i) Science affects the average man and woman _____ two ways.
- (ii) He will stay here _____ three days.
- (B) Fill in the blanks by using the suitable form of the verb given in bracket : 2
- (i) The Sun _____ (rise) in the East.
- (ii) Don't forget to post the letter I _____ (give) you.
- (C) Give synonyms for the following : 2
- (a) Avoid
- (b) Prize.
- (D) Give antonyms for the following : 2
- (a) Passive
- (b) Slavery.
- (E) Correct the following sentences : 2
- (i) This will made you happy.
- (ii) I are a student.
2. (A) Identify the form of sentences given below : 2
- (i) What a piece of work is man !
- (ii) Are you the manager of this showroom ?

(B) Identify the clause used in the following sentences : 3

- (i) You may sit wherever you like.
- (ii) I remember the house where I was born.
- (iii) I expect to get a prize.

(C) Do as directed : 5

- (i) The mechanic was repairing the car. (Change the Voice)
- (ii) He said to me, "What are you doing ?" (Change the Narration)
- (iii) The news is so good that it cannot be true. (Use 'too')
- (iv) Iron is more useful than any other metal. (Change into Superlative Degree)
- (v) He knows Urdu. (Add the question tag)

3. (A) Write an application for the post of a Sales Executive of a reputed Multinational Company. 5

OR

Apply to the Regional Manager, State Bank of India, Nagpur for the post of an accountant.

(B) Prepare a Resume for the post of Data Entry Operator in Zenith Computers Private Limited, Kanpur. 5

OR

Prepare a Curriculum Vitae for the post of a Software Engineer in Microsoft Solutions Pvt. Ltd., Indore.

4. (A) Prepare an Advertisement for the post of a Computer teacher in Sharada Public School, Pune. 5

OR

Prepare an Advertisement for a newspaper to sell your old smart-phone.

- (B) Prepare a notice for the meeting of the Parent-Teacher Association of your college. 5

OR

Write an E-mail to Flipkart India Limited claiming the refund for the mobile that you returned.

5. (A) Write a story using the following outline and give suitable title : 3
A farmer — three sons — always quarrel — father worried — gives each a stick — easily broken — asks them to break a bundle of sticks — failed to do so — realise their mistake — live happily together — moral.
- (B) Write an essay on any **ONE** of the following topics : 7
- (i) Farmers' Suicide
 - (ii) Advantages of Computers
 - (iii) Pollution
 - (iv) Clean India Drive.

