

AU-195(a)

B.C.A. (Part-I) Semester-II Examination

COMMUNICATION SKILLS (New)

Time : 2:30 Hours]

[Maximum Marks : 50

Note :— Attempt all questions.

1. Attempt any **one** of the following in about **100** words :

- (i) Sketch the character of Venkatraman as evident in the lesson 'Why is the Sea Blue' ?
- (ii) Describe in your own words, the people having good memories and bad memories mentioned in the lesson 'On Forgetting'. 5

2. Attempt any **one** of the following in about **100** words :

- (i) How does Dilip Chitre point the pathetic condition of the commuters in his poem 'Father Returning Home'.
- (ii) Summarise, in your own words, the poem "Where the Mind is Without Fear". 5

3. Do as directed :

- (i) He found it at last. (change into simple present tense)
- (ii) The officer showed her the way to go out _____ the office. (use appropriate preposition)
- (iii) Raman was able to explain all this. (Add a question tag)
- (iv) "Will you buy my hair" asked Della. (change the narration)
- (v) The commonest form of forgetfulness, I suppose, _____ (occur) in posting letters.
(use appropriate form of *Verb*)
- (vi) He remembers the address of his friends. (change the Voice)
- (vii) She has _____ interest in politics. (use appropriate *Article*)
- (viii) Mature. (add prefix)
- (ix) Hurry. (Give synonym)
- (x) Enemy. (Give antonym)

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4. Answer the following in about **100 to 120** words :

- (i) You are Hemant Sisodiya. Write a letter to your friend Rajesh Patil inviting him for the inauguration of your 'Spoken English Classes'.

OR

You are Alok Shewale. Write a letter to your younger brother Shyam informing him about the summer vacation you spent in Shimla. 5

- (ii) You are Rahul Rakhe, Junior Scientist BARC, Mumbai. Write a letter to the Principal, S.M.C. College, New Delhi, accepting the invitation as a guest speaker.

OR

You are Rachna Deshmukh, a resident of IUDP colony, Hyderabad. Write a letter to the Dy S. P. regarding eve-teasing, hooliganism, and security related complaints of the girl in your area. 5

5. Answer the following in about **100 to 120** words :

- (i) You are Vivek Somani. You have recently purchased a Samsung Mobile on Filpcart.com. It is a defective piece and has voice-related problems. Write an email to the Manager, Filpcart.com. regarding your complaint and the replacement of the defective mobile piece.

OR

You are Sachin Tendulkar. Write an email to Virat Kohali, Captain, Indian Team, congratulating him and the team members on their glorious victory against South Africa in one day cricket series. 5

- (ii) You are Dr. V. B. Patil, R. Z. College, Solapur. Write a memo to the staff members regarding the organization of one-day workshop on 'Computer Programming' and also explain their roles and responsibility in the workshop.

OR

You are Priti Joshi, the Manager Bank of Maharashtra, Barshi branch. Write a memo to the staff members informing them about the Govt. funding schemes launched for the farmers. Also instruct them to implement it effectively. 5

6. Write a short note on any **one** of the following :

- (i) Interview Techniques
(ii) Conference. 5

7. Write a paragraph on any **one** of the following in about 100 words :

- (i) A little knowledge is dangerous thing
(ii) Computer Awareness : A Must in the Modern Times. 5