

Write a letter to the librarian of your college requesting him to make the reference books on Computer Applications easily available for the students.



AR - 0639

B.C.A. Part - I Semester - II
Communication Skills

P. Pages : 4

Time : Three Hours

Max. Marks : 50

- b) Write a detailed report on the Sports Day function in your college. **5**
5. a) Give one word substitute for the following: **2**
- One who cannot hear.
 - That which happens every year.
- b) Write a short note on **any one** of the following: **3**
- Types of communication.
 - Preparing for an interview.
- c) Write a personal response on any one of the following in about 100 words: **5**
- Good Manners.
 - My duties towards my society.
 - Internet: A Bane or a Boon ?

1. a) Read the following passage carefully and write your response or comment in about 100 words. **5**

In every country people imagine that they are the best and the cleverest and the others are not so good as they are. The Englishman thinks that he and his country are the best; the Frenchman is very proud of France and everything French. The Germans and Italians think no less of their countries and many Indians imagine that India is in many ways the greatest country in the world. This is wrong. Everybody wants to think well of himself and his country. But really there is no person who has not got some good and some bad qualities. In the same way, there is no country which is not partly good and partly bad. We must take the good wherever we find it and try to remove bad wherever it may be we are, ofcourse, most concerned with our country, India. Unfortunately, it is in a bad way

today. Many of our people are poor and unhappy. They have no joy in their lives. We have to find out how we can make them happier. We have to see what is good in our ways and customs and try to keep it, and whatever is bad we have to throw away. If we find anything good in other countries, we should certainly take it.

b) Attempt a precis of the above passage. **5**

2. a) Use the other forms of the given verbs in sentences of your own. **3**

- i) To help ii) To bring
iii) To study

b) Change the voice. **2**

- i) The silent epic touched me deeply.
ii) An old man was weaving a cane basket.

c) Use the following phrases in sentences of your own: **5**

- i) To give up ii) - To carry on
iii) To look after iv) To consist of
v) To die of

3. a) Attempt a paraphrase of the following poem: **5**

I, too, sing America.
I am the darker brother.
They send me to eat in the kitchen
When company comes,
But I laugh,
And eat well,
And grow strong.
Tomorrow,
I'll sit at the table
When company comes.
Nobody'll dare
Say to me
'Eat in the kitchen',
Then.
Besides,
They'll see how beautiful I am
And be ashamed, -
I, too, am America.

b) Expand **any one** of the following ideas in about 100 words: **5**

- i) All that glitters is not gold
ii) A stitch in time saves nine.

4. a) Write a letter to your friend inviting him/her to join the summer-camp to be organized in your college in last week of April. **5**

OR