



**KBE-5404**

Seat No. \_\_\_\_\_

**First Year B. C. A. (Sem. II) Examination**

**April/May – 2012**

**BCA - 204 : Communication Skills :**

**Paper - II**

Time : 3 Hours]

[Total Marks : 70

- 1 (a) Write an application for the post of a Librarian in D.V. Patel College of Computer Studies, Rajkot. 6

**OR**

- (a) Write an application for the post of a lecturer in B.B.A. College. 6  
(b) Write an application to the Manager of S.B.I., Kalol asking for home loan. 6

**OR**

- (b) Write an application to the Manager of H.D.F.C. Ahmedabad demanding vehicle loan for purchasing a new Bajaj Scooter. 6  
(c) Write an application addressing your principal demanding the original certificates as you have applied for Viza. 6

**OR**

- (c) Write an application on behalf of a student to the principal demanding leave on medical grounds. 6

- 2 (a) Fill in the gaps choosing the right option. 4  
(i) There is a begger sitting \_\_\_\_\_ the tree.  
(on, under, in)

- (ii) Sheela is going \_\_\_\_\_ college now. (in, to, out)
- (iii) Birds are flying \_\_\_\_\_ our heads. (above, on, in)
- (iv) Children hide \_\_\_\_\_ the wall. (in, on, behind)
- (b) Make abstract nouns from the following. **2**  
live, laugh, sweet, honest
- (c) Fill in the blanks using appropriate pronouns. **3**
- (i) Students said , “\_\_\_\_\_ shall pass.” (we, our)
- (ii) He did the task \_\_\_\_\_. (herself, himself)
- (iii) Raj is a student. \_\_\_\_\_ is my brother. (she, he)
- (d) Do as directed : **4**
- (i) You have been to America. (Make question)
- (ii) We reached college at 8 O’ clock. (make question using ‘when’)
- (iii) They can climb the everest. (make negative)
- (iv) He has a girlfriend. (make negative)
- (e) Fill in the blanks using appropriate conjunction. **4**
- (i) He is poor \_\_\_\_\_ he is honest. (and, but)

- (ii) Rice \_\_\_\_\_ dal are a good combination.  
(and, though)
- (iii) She failed \_\_\_\_\_ she was careless. (and,  
because)
- (iv) \_\_\_\_\_ he was regular, he failed. (though,  
as)

**3** Translate the following from English into Gujarati. **8**

- (a) During our life time, we pass a lot of time in communication. We exchange ideas, thoughts, emotions and feelings. Whether at home or in our professional field we go on sharing them. In our academic environment, we have to speak or write. We talk with our friends, teachers or staff members to achieve various goals we use communication in seminars, group discussions, written tests and examinations, we use communication in either written or oral form for project reports and submissions also. Later on, when we settle in our professional life, we interact with our superiors and subordinates. We talk face-to-face or through telephone. All the activities have one goal and that is - sharing of information.

**OR**

- (a) Kinesics is the name given to the study **8**  
of the body's physical movements. In other words, it is the way the body communicates without words, i.e., through various movements of its parts. We communicate just by being nodding of the head, blinking of eyes,

shrugging of shoulders, waving of hands and other such physical activities are all forms of communication. Some kinesic behaviours are deliberately intended to communicate, as when you nod your head for acceptance.

(b) Read the passage carefully and answer the questions given below : 10

- (i) The majority of people who fail to accumulate money sufficient for their needs are, generally, easily influenced by the opinions of others. They permit the newspapers and the gossiping neighbours to do their thinking for them. Opinions are the cheapest commodities on earth. Everyone has a flock of opinions ready to be wished upon anyone who will accept them. If you are influenced by opinions when you reach decisions, you will not succeed in any undertaking, much less in that of transmuting your own desire into money.

If you are influenced by the opinions of other, you will have no desire of your own.

Keep your own counsel, when you begin to put into practice the principles described here, by reaching your own decisions and following them. Take no one into your own confidence, except the members of your 'Master Mind' group,

and be very sure in your selection of this group that you choose only those who will be in complete sympathy and harmony with your purpose.

**Questions :**

- (1) By whom are majority of people influenced ?
- (2) Which is the cheapest commodity on earth ?
- (3) What happens when you reach decisions under the influence of others ?
- (4) What does the writer advise regarding decision making ?
- (5) The author suggests to take advice only from one group, which is the one ?

**OR**

- (ii) An eagle's egg was placed in the nest of a prairie chicken. The egg hatched and the little eagle grew up thinking it was a prairie chicken. The eagle did what the prairie chickens did. It scratched in the dirt for seeds. It clucked and cackled. It never flew more than a few feet because that is what the prairie chickens did. One day he saw an eagle flying gracefully and majestically in the open sky. He asked the prairie chickens : "What is that beautiful bird ?" The chickens replied, "That is an eagle. He is an outstanding bird, but you cannot fly like him because you are just a prairie chicken". So the eaglen ever gave it a second thought, **10**

believing that to be the truth. He lived the life of and died a prairie chicken, depriving himself of his heritage because of his lack of vision. What a waste! He was born to win, but was conditioned to lose.

Questions :

- (1) Where was the eagle's egg placed ?
- (2) When the eagle grew up, what did it think ?
- (3) What did the eagle do like prairie chicken ?
- (4) How did the eagle fly ?
- (5) Why does the author say that eagle was born to win, but was conditioned to lose ?

4 (a) Choose the right option and rewrite the answer. 7

- (i) Group discussion is a type of group \_\_\_\_\_.
  - (a) communication
  - (b) task
  - (c) work
- (ii) \_\_\_\_\_ is a technique of generating ideas.
  - (a) Brain work
  - (b) Brain storming
  - (c) Brain drain
- (iii) \_\_\_\_\_ is the word that frightens many candidates.
  - (a) group discussion
  - (b) interview
  - (c) communication

- (iv) \_\_\_\_\_ is an important aspect of an interview.  
(a) disposition  
(b) exposition  
(c) juxta position.
- (v) \_\_\_\_\_ is the first step of presentation  
(a) planning and writing  
(b) speaking  
(c) drawing
- (vi) Deep breath helps to overcome \_\_\_\_\_  
(a) condidence  
(b) nervousness  
(c) defeat
- (vii) \_\_\_\_\_ is a technique used for group discussion.  
(a) Delphi  
(b) non-verbal  
(c) body language
- (b) (i) Which are the key-skills of presentation ? 5  
**OR**  
(i) Which are the qualities an employer 5  
might try to find in a candidate during  
the interview ?  
(ii) Write a dialogue between two students 5  
just before the examination.  
**OR**  
(ii) Write a dialogue between the doctor and 5  
a patient.
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