



BV-1654

Seat No. _____

B. C. A. (Sem. II) Examination

April / May – 2014

BCA-204 : Communication Skills : Paper - II

Time : 3 Hours]

[Total Marks : 70

- 1 (a) Write an application for the post of a computer teacher in L.M. Sanghavi High School, Unja. 6

OR

- (a) Write an application for the post of a salesman in Jaypee Cement, Veraval. 6
- (b) Write an application demanding loan for the purchase of a car to the Manager, ICICI Bank. 6

OR

- (b) Write an application to the Manager of Corporation Bank, Kadi demanding housing loan. 6
- (c) Write an application on behalf of a teacher to the Principal for five day leave. 6

OR

- (c) Write an application addressing your principal demanding original certificates. 6

- 2 (a) Fill in the gaps choosing the right option. 4
- (i) The crow is sitting _____ the tree.
(on, in, under)
 - (ii) Students are going _____ market.
(in, to, out)
 - (iii) Fan is swinging _____ our heads.
(above, on, in)
 - (iv) Thief hid _____ the building.
(in, on, behind)
- (b) Make abstract nouns from the following : 2
- gold, bitter, wise, intelligent
- (c) Fill in the blanks using appropriate pronouns 3
- (i) Ram said, "_____ will meet you".
(we, I)
 - (ii) Hema said, that _____ mother is wise.
(his, her)
 - (iii) Jigna is a girl. _____ is my student.
(she, he)
- (d) Do as directed : 4
- (i) She has visited Mumbai.
(make question)
 - (ii) She went to Agra.
(Make question using 'where')
 - (iii) He can speak french. (make negative)
 - (iv) She has beautiful pet dog. (make negative)
- (e) Fill in the blanks using appropriate conjunction. 4
- (i) He is fat _____ quite active
(and, but, or)

- (ii) Ram _____ Sita went to forest.
(or, but, as well as)
- (iii) _____ he came, I was reading.
(and, when, while)
- (iv) He died _____ he had cancer.
(when, because, or)

3 Translate the following into Gujarati :

8

- (a) The process of communication starts with the idea of communication that takes place in the mind of a sender. The sender is the source of the message. The sender can be a speaker, a writer or an actor. He has to create a clear picture in his mind about what he wants to communicate. This idea takes place in the mind of the sender. While whatever we communicate is a message. It can be an oral or a written message or it can be a message through body language.

OR

- (a) Communication means sharing of thoughts and ideas. Communication is one of the most common and important activities done by human beings. Majority of our time passes in communication. But it does not mean that our communication is perfect. Only if the receiver understands the message as aimed by the sender, it can be called a complete communication. Sometimes communication does not take place properly. The only reason behind it is a barrier. Barrier can arise during the process of communication.

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

Birbal's real name was Maheshdas. His education started at the age of five. Soon he learnt Sanskrit, Hindi and Persian the state language of the time. Then according to the tradition he learnt music and poetry. As he had an aptitude for both these arts, he mastered them very soon. He started writing poems, setting them to tunes and singing them with his sweet voice. Soon he became famous as a poet-musician-singer. In addition to his musical talents, he also made a name for himself by his wit and humour. Because of his witty conversation, anyone who met him once would never forget him.

Questions :

- (1) Which arts did Maheshdas master at an early age ?
- (2) Which was the state language stated in the passage ?
- (3) Which two qualities of Maheshdas made him a popular figure ?
- (4) Why was no one able to forget Maheshdas after meeting once ?
- (5) (i) Find the word in the passage which means 'well-known'.
(ii) Write the phrase in the passage which means 'besides'.

OR

- (b) There were so many persons at the party whom Rabindranath did not know. But none attracted him as this man with a distinct aloofness. Rabindranath searched for his brother who was busy with his guests. At last when he got the opportunity to ask, the reply Rabindranath got was, "He is Bankimchandra Chattopadhyay."

Rabindranath was thrilled. For a long time he had wanted to see this great man. He remembered how he had waited for Bankimchandra's latest books. And the moment he could lay the hands on them, he would rush to the terrace to read it.

Questions :

- (1) Who was the host of the party ?
- (2) Whom had Rabindranath wanted to see for a long time ?
- (3) What would Rabindranath do to read the latest books of Bankimchandra ?
- (4) Why was no one attracted to Bankimchandra ?
- (5) (i) Find the phrase from the passage which means 'possess'.
(ii) Find the word from the passage which means 'chance'.

- 4 (a) Choose the right option and rewrite : 7
- (i) Arrangement of message means _____
- (a) message
 - (b) encoding
 - (c) decoding
- (ii) G.D. is the short form of _____
- (a) Group dongal
 - (b) Group damage
 - (c) Group discussion
- (iii) In group discussion, people meet _____
- (a) Face-to-face
 - (b) On-line
 - (c) On phone
- (iv) The primary object of interview is to _____ person for some task.
- (a) hire
 - (b) select
 - (c) dismiss
- (v) For good G.D. it is necessary to keep oneself update with _____
- (a) Current issue
 - (b) gossip
 - (c) salary
- (vi) _____ is the first step of preparation of presentation
- (a) Planning
 - (b) reading
 - (c) Visual aids
- (vii) Breathe deep to overcome _____
- (a) joy
 - (b) Sadness
 - (c) nervousness

- (b) (i) Which skills are necessary for Group Discussion ? 5

OR

- (i) Discuss the techniques of Group Discussion. 5

- (ii) Which qualities are desired in a candidate who come for the interview ? 5

OR

- (ii) Discuss the key skills of presentation. 5
